

Parent/Guardian/Caregiver

There will be an opportunity for you and your child to attend your child's school on June 18th, from 9 am to 3 pm. Please visit your school's website and click on the "Booking Calendar" to schedule your 15 minute time slot for pick up. Please ensure the Time Zone on your computer is set to Eastern Time (USA & Canada) before selecting your time. Any items remaining after this time will be donated. Please review the attached "Entry Information" for you and your child before entering the school. If you have any questions, please contact your child's school.

HWDSB Family Pick Up Steps – Elementary

Please follow the steps below in order to ensure everyone's safety and maintain physical distancing and a clean environment:

- Note: A copy of these Steps will be available for pick up after you check in.
- You will enter and exit through the front doors of the school which will be unlocked.
- Please arrive at your booked time. We are discouraging lining up outside to support physical distancing.
- You will have 15 minutes.
- Read the signage on the front door before entering.
- One parent and one student per family may enter at your booked time.
- Sanitize hands upon entry to the school.
- Proceed to the Check-In Area. Staff are practicing physical distancing and will be a minimum of 2 metres (6 feet) from you at all times. While we know you miss each other, there will be no handshakes or hugs.
- Please place any books/materials you wish to return in the labelled box located in the identified area.
- After checking in, proceed to your child's classroom. Staff at the school have bagged your child's desk contents and they are on the top of your child's desk.
- Proceed to your child's locker/hook/cubbie and remove any personal belongings. There are garbage cans available to dispose of garbage if needed. If your child can't remember where their desk or locker/hook/cubbie is, please seek help from Administration. Please **avoid** touching other student's belongings.
- Empty your child's locker/hook/cubbie.
- Do not socialize with others and remain a minimum of 2 metres or 6 feet from others while in the school.
- Sanitize hands and leave the building.
- Please leave school property to prevent gatherings.
- Note: Washrooms are available for emergency use only.