



CLEARMEADOW PUBLIC SCHOOL

200 Clearmeadow Blvd., Newmarket, Ontario L3X 2E4
clearmeadow.ps@yrdsb.ca

Monday, June 8, 2020

Dear Parents and Guardians,

We are pleased to inform you that the York Region District School Board is granting access to schools to allow families to retrieve personal belongings and return any school materials. Families wishing to access the school on either Wednesday, June 17th or Thursday, June 18th are required to **request a 15 minute timeframe** through their Edsby account.

Please see the link below for booking your scheduled time:

<http://www.yrdsb.ca/schools/clearmeadow.ps/NewsEvents/Documents/Edsby%20Sign%20Up%20for%20Student%20Material%20Retrieval%20for%20Parents.pdf>

The Edsby scheduler will be open tomorrow morning **Tuesday, June 9, 2020 at 9:00 am.**

Safety protocols will be in place as you enter school building, and will include:

- practice social distancing by staying two metres apart from anyone not from your household;
- use hand sanitizer as you enter the building;
- use the designated entry/exit doors only;
- complete the Self-Screening procedure;
- be supervised by staff members in the hallways when collecting and returning belongings;
- follow the directional arrows for travel throughout the building, and only use the stairwell indicated for going upstairs and then the stairwell indicate to come downstairs and exit;
- expect that retrieval/return time slots will be **15 MINUTES ONLY**

You are encouraged to wear a personal face covering (non-medical mask such as a cloth mask or bandana) to reduce the spread of respiratory droplets to protect others. For more information about how to use face coverings properly, visit www.york.ca/covid19. Masks and gloves will not be provided.

If your child/children are currently using a board-issued laptop and **are returning to a YRDSB school in the fall**, please keep the laptop(s) for use over the summer. If your child/children are not returning to a YRDSB school in September, you must return all YRDSB technology (e.g., laptop, chromebook, etc.).

All families are expected to return the following items which belong to the school:

- School library books
- Teacher classroom library books
- Classroom supplies
- Musical instruments that belong to the school
- Textbooks
- Athletic uniforms and equipment
- Anything else that is property of the YRDSB

We request families **not needing access to the building** to retrieve belongings or to return school owned materials indicate this by clicking on the following link: <https://forms.gle/ExAr2g3Pqn2zSx286> prior to Wednesday, June 17th.

Please note that student belongings which are not retrieved by families will be disposed of during the final week of June.

Families without a scheduled timeline posted in Edsby will not be permitted access.

One parent and one child only (if necessary to help locate items) per family, will be permitted to access the building to retrieve and return materials for all of their children who attend the school. School staff will be able to direct you to your child's classroom and locker/hallway hook. We will have locker combinations available for parents, as needed.

Please see the link for instructions to use Edsby to sign up for access to the school for the purpose of retrieval and return of materials.

Guidelines for Visit

Visits to the school must be conducted within the Public Health Guidelines. Physical distancing, single entry point and hand sanitization are expected to be strictly adhered to by anyone entering our buildings. Further, a [self-screening](#) must be conducted prior to entering the building.

- Arrive at the school at your scheduled time
- Line up in "queue" on the sidewalk always maintaining social distancing
- Enter the school through the north parking lot doors
- Elementary school students, a parent/guardian is to retrieve materials with one child, if necessary to help locate items
- Ensure you know your child's homeroom, teacher's name and/or locker number/combination (we will also have information available to support, if needed)
- If your child has medication at the school, it will be bagged, labeled and available for pick up as you enter the building.
- Desks, lockers and any other individual spaces must be cleared out, as all remaining items will be discarded. Lockers should be left open.
- Family members/students will be told where to return items centrally upon entry into the school. There will be no walking to other rooms.

Our ultimate goal is to provide a safe and supportive process to allow for the retrieval of materials and return of school property. We know this has been a most challenging year, and we thank you for your cooperation as we facilitate a safe and organized process.

Sincerely,

Janine Stutt
Principal

Kim Taylor Reed
Vice-Principal