



KING CITY SECONDARY SCHOOL

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Dear Families,

Re: Student Material Retrieval and Return Process

Students and families may now arrange to safely pick up items they left at school and return items that belong to the YRDSB during the week of **June 15th**. In order to book a time at the school, families will be given instructions to use a familiar tool for our school: the EDSBY application which will be similar to Parent Teacher Interview sign up. Each student will receive a 15-minute time slot, and will only be permitted entry during this pre-arranged time. Families who are unable to sign up for a scheduled time should email our school email address king.city.ss@yrdsb.ca and school office staff will help. Our dates and times for student retrieval are June 15 and June 16 from 8:30 am to 2:30 pm.

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;
- wear a mask (if you choose);
- use hand sanitizer as you enter and exit the building (Any one wearing gloves upon arrival will be asked to remove and discard them. Applying hand sanitizer to gloves is not considered an acceptable way of cleaning hands.);
- use the designated entry/exit doors only;
- 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 you are currently using a board-issued laptop and you **are returning to a YRDSB school in the fall**, please keep your laptop for use over the summer. If you **are not returning to a YRDSB school in September**, you must return all YRDSB technology (e.g., laptop, chromebook, etc.). All students 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

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.
- Due to construction that is taking place, parking is only available in the East Parking Lot
- Ensure you know your child's locker number/combination
- Secondary school students must retrieve items *individually* (with the exception of Community Class students)
- If your child has medication at the school, it will be bagged, labeled and available for pick up as you enter the building.
- Lockers and any other individual spaces must be cleared out, as all remaining items will be discarded. Bag all personal items to take home (no sorting into recycling/garbage at school)
- Lockers should be left open, and school locks may remain
- No access to washrooms or drinking fountains
- Students will enter through the main doors at the front of the school and proceed to the large gym to return items. They will enter the gym through the doors closest to the cafeteria servery and exit the gym via the doors closest the stairs in the foyer
- Students will then be able to access their lockers to retrieve their personal items
- Once students have retrieved their belongings, they will exit the school via the doors at the east end closest to the east parking lot.

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,



Principal
King City Secondary School

Student Material Retrieval Guide for Parents

June 2020

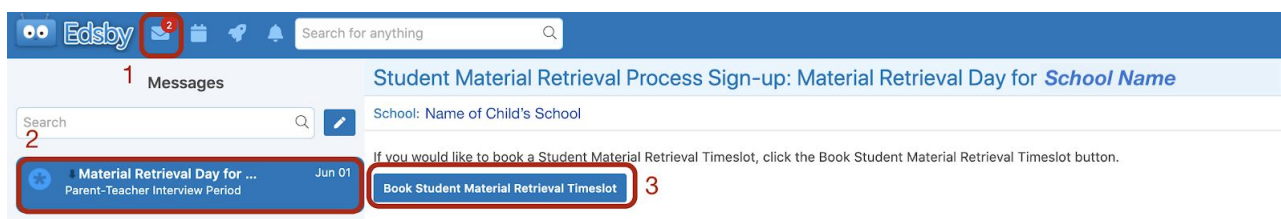
Students and families can now arrange to safely pick up items they left at school and return items that belong to the YRDSB starting the week of June 15th, completing by Friday June 19th. Families will use the EDSBY application (similar to Parent Teacher Interview sign up) for booking a timeslot. (Go to the [Edsby](#) login page on a laptop or computer or use the App on a mobile device).

(NOTE: if you have not created an Edsby account, please reference [Creating an Edsby Account](#) guide).

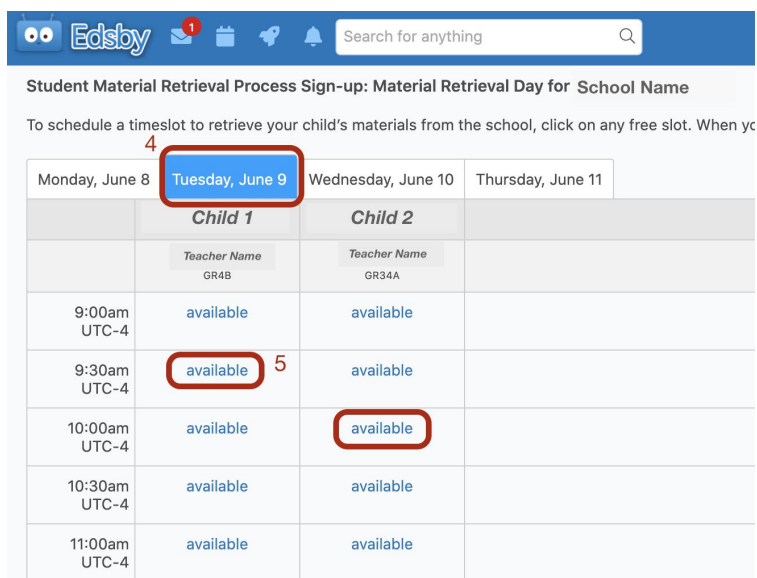
The following steps will show you how to book time to retrieve your student's personal belongings from your school using the Edsby platform:

Booking Pickup Time

1. Sign in to Edsby. Go into your Messages on the navigation bar at the top left.
2. In your Messages box, Select the "Material Retrieval Day" message.
3. Select the blue *Book Student Material Retrieval Timeslot* Button to choose your time slot.



4. To select a time, first choose the date you are available from the top menu.
5. Click on any available slot. If you have multiple students in the school, you can book a separate time slot for each child.



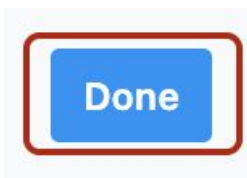
Note: Families with multiple children attending the same school **cannot** book the same time slot for multiple homerooms.

6. To cancel an appointment click Remove Booking.
7. To change an appointment first remove the existing booking and then select a new available slot.

9:45am UTC-4		
10:00am UTC-4	remove booking	
10:15am UTC-4		remove booking
10:30am UTC-4		
10:45am UTC-4		

9:45am UTC-4	available	
10:00am UTC-4	available	
10:15am UTC-4		remove booking
10:30am UTC-4	available	
10:45am UTC-4	available	

8. Select 'Done' from the top right of the screen to view a summary of the schedule.



9. If you need to make a change to the schedule, you will be able to click the Make Changes button until the schedule closes.

Student Material Retrieval Process Sign-up: Material Retrieval Day for *School Name*.

If you would like to change the schedule, click the Make Changes button.

Tuesday, June 9, 2020

9:30am UTC-4	<i>Teacher Name</i>	GR4B	<i>Room 224</i>
10:00am UTC-4	<i>Teacher Name</i>	GR34A	<i>Room 104</i>

Make Changes

If you have any questions or need assistance filling out the schedule, please email your local school. Email addresses can be found on the home page of your school's website. Visit our website www.yrdsb.ca and click on the Schools tab at the top to find your local school.



STUDENT MATERIAL RETRIEVAL AND RETURN PROCESS

As students/families safely prepare to pick up items from school and return items that belong to the YRDSB, please adhere to the following steps.

1

Notification



Schools will notify families as to how and when they can pick up their belongings.

2

Edsby Sign Up



Families should ensure they have an **Edsby** account as they will be sent an invitation through Edsby.

Instructions on how to login/create an Edsby account can be found [here](#).

3

Schedule a Time & Prepare for Pick-Up Day



Edsby will send invitations to families asking them to schedule an appointment.

Families can schedule a day and time to attend school to get their personal items and return any school items.

Families should bring a bag for collection of materials.

4

Arrival

Walking is recommended where possible



Line up at designated entry adhering to social distancing one parent/child (K-gr 6) one student (gr 7-12), and one parent with/without a student (Community Class K-12)

Adhere to self-screening instructions, and visit the hand-sanitizing station at the front entrance.

5

School Entry



When directed by staff, go directly to classroom/locker and retrieve all personal belongings.

Leave lock on locker door (if school owned lock).

Return school owned items to homeroom or designated area.

Maintain at least a 2m distance from others at all times.

Complete process within 15 minute time period.

6

Departure



Leave the building using the designated door with all personal belongings, and leave school premises immediately as more families will arrive.