



Assumption College School

257 Shellard Lane
 Brantford, Ontario N3T 0M7
 Tel: 519-751-2030
www.assumptionlions.com

Monday, June 8, 2020

Dear Parents and Students,

The local health unit has given us permission for students and/or parents to retrieve student items left at the school on March 13th. We are only permitted so many students in the building at once. As a result, students are scheduled **alphabetically** to minimize the number of people in the building.

Wednesday June 17		Thursday June 18		Friday June 19	
Morning	Last Name	Morning	Last Name	Morning	Last Name
9:00 – 9:20	A	9:00 – 9:20	Gm... - Gz...	9:00 – 9:20	N, O
9:30 – 9:50	Ba... - Bh...	9:30 – 9:50	Ha... - He...	9:30 – 9:50	Pa... - Pe...
10:00 – 10:20	Bi... - Bz...	10:00 – 10:20	Hi... - Hz...	10:00 – 10:20	Pf... - Pz... , Q
10:30 – 10:50	Ca... - Ci...	10:30 – 10:50	I, J	10:30 – 10:50	R
11:00- 11:20	Cj... - Cz...	11:00- 11:20	K	11:00- 11:20	Sa... - Sh...
Afternoon		Afternoon		Afternoon	
12:00 – 12:20	Da... - De...	12:00 – 12:20	L	12:00 – 12:20	Si... - Sm...
12:30 – 12:50	Df... - Dz...	12:30 – 12:50	Maa... - Man...	12:30 – 12:50	Sn... - Sz...
1:00 – 1:20	E	1:00 – 1:20	Map... - Maz...	1:00 – 1:20	T
1:30 – 1:50	F	1:30 – 1:50	Mc...	1:30 – 1:50	W
2:00 – 2:20	Ga... - Gl...	2:00 – 2:20	Me... - Mz...	2:00 – 2:20	U, V, X, Y, Z

- All students/guardians must conduct the [online self-assessment](#) prior to accessing the building. Access will only be granted to those who have satisfied all self-assessment questions. **Only when the self-assessment conditions are met will access to the school be permitted.** Students/guardians will be asked at the 'Welcome Table' if they have satisfied the online self-assessment questions.
- Access to the school will be provided through the **front doors** only. Please enter through the left front doors and exit through the right front doors. If a line up occurs, there will be indicators to assist in maintaining appropriate physical distancing. No one is permitted to wedge doors. Access in and out of the school will always be monitored. Please park in the front (staff) parking lot, only the front doors will be used to access the building.



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- Everyone should **clean their hands** prior to entering the building and upon exiting the building. Alcohol-based hand sanitizer will be provided at the front door. Students/guardians are encouraged to wear masks.
- **Everyone in the building and in the parking lot will maintain a physical distance of at least two (2) metres (or 6 feet) at all times.** To optimize maximum social distancing, we encourage that only **one person** (student/guardian) enter the building except in extenuating circumstances. If guardians are not required to assist in carrying out materials, we encourage them to remain in their vehicle.
- Students/guardians will be required to check in with a staff member at the “Welcome Table” located at the front doors to indicate that they are present and check back out at the “Departure Table” when exiting the building. This allows us to monitor the number of people in the building effectively. Each Graduate is welcome to pickup a lawn sign as they exit the building.
- Students/guardians will be provided a maximum **10-minute time slot** to retrieve personal belongings and return school property. If one guardian is picking up items for multiple students, this can be extended. **Please come with boxes or bags to pack your items.** Bags/boxes will **not** be available at the school.
- Washrooms will **not** be available and use of water fountains will not be permitted.
- Student/guardians are to stay only within the area(s) of the school they need to access and refrain from lingering or socializing. No students/guardians are permitted to remain in the building for any other reasons.
- If possible, everyone should **use the stairs** while in the building. If elevator use is necessary, the elevator should be limited to one person or members of the same household. Please see an administrator if you need an elevator.
- Directional arrows will be placed on the floor of halls and stairways to assist with physical distancing.
- After each day, custodial staff will clean the occupied classrooms, entrances, and other affected areas.



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Locker Clean Out / Return of School Property (Textbooks, Library Books, Uniforms, Music Instruments, ...)

*(Students are not required to return electronic devices issued for online learning by the board at this time.
More details regarding their return will be at a later date.)*

- Students are to proceed directly to their locker and empty all contents to take home, including their lock. If another student is within 5 lockers, please wait at a distance for them to finish before proceeding to your locker.
- Garbage cans will be available in the hall if necessary. **Please come with boxes or bags to pack your items.** Bags/boxes will **not** be available at the school.
- Students/guardians should then return school property to the designated Department location. The Department locations will be posted throughout the school to help direct students/guardians.
- Students/guardians will be required to display their MATERIAL AND NUMBER to the teacher at the department door so it can be checked off as returned. The student will then place the item in area designated by the staff member. Staff are encouraged not to handle returned student material. All returned items should sit for 72 hrs prior to handling.
- Since returned materials must sit for a period of time (72 hrs) before they can be handled, it is essential that when returning materials you provide the teacher at each area with the number of the returned item to verify that you have returned the proper item.
- A bin will be in the cafeteria for student to donate used uniforms.
- Students/guardians should then exit the building through the front doors and check out at the 'Departure Table'.
- After exiting, Grads are welcome to visit the Grad table to pickup a Grad Lawn Sign.

(This will be the only opportunity to collect items as directed by the school board and the local health unit.)

Thanks for your understanding during this process.

Allison Hayes
Principal