*Procedure for Retrieval of Student Items*

*Hello Shannon Park Families,*

*You have received information that schools will remain closed and that home learning will be ending on*

*June 5th. Now we are moving forward with the retrieval of your child’s items from their classroom. Items have*

 *been placed in new bags with the students’ name and grade written on the bags. Student medications and instruments can be picked up with the bags. Please be sure to have an adult pick up the medication. Thank you for your patience and understanding at this unprecedented time.*

*We have been told that Parents/Guardians/students are not permitted until the week of June 8 to retrieve students’ belongings****. On Tuesday June 9, beginning at 9:00am*** *we will be having a pick-up service for families. Below are the scheduled times slots and designated doors where you will be able to pick your child’s supplies. Staff will be there to distribute the bags. There will be six doors used to distribute student supplies and there are approximately 7 families scheduled every 15 minutes. Please be on time and adhere to the designated door and time slot for your last name, as there are 617 student bags to be retrieved.*

*Since the retrieval times are specifically scheduled and bags are arranged inside at a specific door, you will not be able to get a bag at the “M” door if your last name begins with the letter “N” even if those students are in the same family, unless you request to have your child’s bag place with their siblings’ bags. This request is only for families who have siblings with different last names. We appreciate families support in only going to the doors following the schedule below.*

*We will have pylons set up directing you to the proper doors and to ensure you kee the 2m distance from others. When you reach the pylon closet to the door, please indicate your child’s name. The staff member will then place the bag outside of the door and close the door. Once the door is closed, you can then walk up to the door to pick up the bag(s). Once you have your child(ren)’s bag(s) please immediately leave the school property. Please note that although bags are new and packaged with clean hands, please wipe down again at home, or allow a week for it to sit to ensure there is no chance of the virus on it.*

*If you have items you need to return to the school, please put them in a bag with the child’s name and teacher written on it. Please put library books in a separate bag and write library on it. There will be drop off bins at each of the six designated doors for returning items.*

*Please keep in mind that this is not intended to be a social time, as we need to keep the lines moving and allow for proper social distancing. Teachers and administration will not be available to speak with families at this time and families will not be permitted in the building*. ***Please also note that there will be no vehicle access behind the school due to families social distancing to retrieve items****. There will be some parking available by the excel doors, in the staff parking lot where the busses stop, on the street and in the parking lot across from the main entrance.*

*Please see retrieval schedule below. Please note that some letters are not in alphabetical order due to balancing the number of families at each door.* ***Be sure to carefully note your specific time slot and to go to the correct designated door, as staff will be stationed at the doors and will not be able to go to other doors to retrieve bags for you if you are not at your assigned designated door.***

*Thank you,*

*Sherrial Maloney- Principal*

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|  ***Door Designation Description*** ***Door 1: Back of school by the bus drop off, staff parking lot.*** ***Door 2: Corner doors between side playground and front hill.*** ***Door 3: To the right of the front playground.*** ***Door 4: The front main lobby doors*** ***Door 5: Back of school parking lot by tennis court and field.*** ***Door 6: Gym door*****Pick Up Schedule in order by last name. Example: If your last name is MacDonald, you would be at Door 4 at 9:00 am.**  |

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| **Times** | **Door 1** |  **Door 2** | **Door 3** | **Door 4** | **Door 5** | **Door 6** |
| 9:00 |  A, B ,C Families Ab - Ah.. |  E, F,G,H FamiliesE Families | D, J, K L, N, P Families Day - Don |  M, Q FamiliesMacA- MacDon |  R- S Families Rad - Ran |  I, O, T, U, V, W, Y ZFamiliesTap- Tef |
| 9:15 | Al - Arch.. | Fa - Fog | Doo - Dup | MacDou- MacIn | Rap-- Rhy | Tha -Tol |
| 9:30 | Aren. - Aust | Foo - Fou | Jar- Jef | MacIs- MacK |  Ric  | Tou -Tri |
| 9:45 | Bab – Bea | Fra - Fras | Joh- Joy | MacL- MacM | Rid -Roa | Tro- Tur |
| 10:00 | Bel - Ben | Fre - Ful | Jre - Jul | MacN -Mai | Rob - Rus |  U-V Families |
| 10:15 | Ber - Bil  | Gal - Gam | Kaw - Kha | Mal -Marl |  Rut  | Wal - Wan |
| 10:30 | Bla - Bour | Gau - Gow | Kho - Kow | Mars - Mart | Sac- San | Wat- Wea |
| 10:45 | Bow – Bray | Gra  | Lam - Lav | Mas - McD | Sau- Sch | Wel -Wig |
| 11:00 | Bren - Broo | Gru - Gut | Law – Leb | McI - McK | Sco - Sew |  Wil |
| 11:15 | Brow - Bru | Hai- Han | Lec - Les | McL - Mil | She -Sme |  Wit -Wri |
| 11:30 | Lunch Break | Lunch Break | Lunch Break | Lunch Break | Lunch Break | Lunch Break |
|  |  |  |  |  |  |  |
| 12:00 | Buf - Bush | Har | Lew - Lu | Min - Moo |  Smi  |  I Families |
| 12:15 | Cal - Carm | Has - Hen | Ly – N Families | Mor- Mou | Sne - Spe |  O Families |
| 12:30 | Cars - Clat | Hil - Hir | Pa - Per | Mu --Mul |  Spr -Ste | Y Families |
| 12:45 | Cle - Cof | His- How | Pet- Pop | Mur- Mye | Sto - Swia |  Z Families |
| 1:00 | Col - Colv | Hum - Hyn | Pot - Pye | Q Family |  |  |
| 1:15 | Com - Cos |  |  |  |  |  |
| 1:30 | Cra - Croo |  |  |  |  |  |
| 1:45 | Crow - Daw |  |  |  |  |  |