



Our Lady Of Fatima Catholic School  
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June, 2021

Greetings Falcon community. We hope that you are all well and safe during these difficult times. The staff at OLOF are proud of all our students for their continued efforts during on-line learning! I am especially proud of our staff for all their hard work and dedication. All in all, with perseverance and participation in distance learning, many of our students have maintained their academic learning and bridged some of the gap that could have taken place between school closure and fall reopening.

As we draw close to the end of June, there are a number of housekeeping items that need to be taken care of before we close out the school year. One of these is to communicate to you the process that has been put in place for you to collect your child's belongings and drop off any school materials such as **Chromebooks, textbooks, library books, musical instruments** and to pick up student **report cards**.

The process will be rolled out over a two day span, Friday, June 25<sup>th</sup> and Monday, June 28<sup>th</sup>. We will proceed by alpha division, having families with the last name beginning with the letter A to K coming on Friday, June 25<sup>th</sup>. Families with the last name beginning with the letter L to Z will come on Monday, June 28<sup>th</sup>. Pick up and drop off will take place between 8:30 a.m. and 3:30 p.m. both days.

All student materials will be bagged and labeled and placed in a class designated area in the gym. Each parent will enter the gym via the outer gym door with the stairs and exit via the other gym door by the stage area. **IMPORTANT: ONLY ONE** parent per family will be allowed into the gym and we will be allowing only 5 adults picking up in the gym at one time, so there may be the need for some to wait outside before entering. You may wish to bring your child. Some staff will be on hand to help direct parents.

### Procedure

1. Upon arrival at the school you may park in the school parking lot or in appropriate city designated spaces on the road. Please exit your vehicle and proceed to the outer gym doors. If needed, stand in the line up using the social distancing markers that will be identified.
2. Each parent will be given approximately 5 minutes to enter, collect/drop off and exit. Classes will be designated and marked.
3. A staff member will be there to guide you as you enter the gym. Labeled tables will be placed along the wall for returned items such as **chromebooks, library books, textbooks**, etc.
4. Once you have been given direction, please enter the school and head directly to the tables for item drop off, then proceed to your child's class area where a labeled bag with the contents of your child's desk will await pick up as well as Term 2 Report Cards. The classroom teacher and/or other staff members will be available for assistance.
5. Once you have everything you need, please exit the gym via the other door/back door. Tables with **Lost and Found** items will be set up outside the back gym doors. Please claim any items that belong to your child.
6. Upon departure we ask that you do not congregate with other families in order to maintain safety protocols.

### Tips

1. We respectfully ask that only one parent from each family come to the school to collect/drop off items. We cannot stress this enough. This will ensure that we maintain the integrity of current health protocols and respect the health and safety of all.
2. Please note that NO washroom facilities will be available and the rest of the school is off limits.
3. We recommend that the parent who is coming to the school please wear appropriate PPE.
4. Please refrain from engaging in social conversations so that we honor the tight timelines and maintain the health and safety of all.
5. Please note that there is no 'booked' time to come on your alpha day, so there may be some wait time. Patience is appreciated.

**LIBRARY BOOKS and CHROMEBOOKS: Tables/carts will be set up inside the gym to place all returning library books and Chromebooks - please place them there before proceeding to pick up of student items.**

Textbooks and other materials can be dropped off in the designated area.

Thank you for your continued patience as we navigate these challenging times.

R. Purificato and the entire OLOF staff.