

June 12, 2020

Dear Parents and Guardians of our Pre-K to Grade 5 families.

*Further to the communication sent out in our Albert Lacombe BEAR Bones from Sunday May 31, I am providing a schedule and procedure for parents/guardians and students to drop off any loaned Chromebooks, textbooks, and library books. For any families that have Write On Stationary school supply kits to pick up, this is an opportunity to do so at this time.*

On Tuesday June 23 in the morning (8:30 – 12:00) and Wednesday June 24 in the afternoon (12:00 - 3:30), parents/ guardians and students will have the ability to come into the building to drop off any Chromebooks, textbooks, and library books and to pick up any ordered school supply orders. Some teachers also have items/gifts for the students in their classes to send home. Those teachers will be in contact with parents to advise them if this is the case. **Please note, there is a separate day for our grade 6 students and their families to come into the school to collect a farewell gift and certificate from the school that was sponsored by SEEALS.** Any pre-k to grade 5 families that have a child in grade 6 may return any Chromebooks, textbooks, and library books on Friday June 26<sup>th</sup> in order to make one trip into the school.

In order to be flexible for families during this challenging time, we will be using the interview scheduler to have families come into the building for 15 minute intervals. A maximum of 15 families will be permitted at a time to collect their child's personal items in order to ensure we are compliant with Alberta Health Services indoor maximums for occupancy and ensure appropriate social distancing. In order to best accommodate working families, child care concerns, and other considerations time intervals will be:

- Tuesday June 23 - 8:30 – 12:00
- Wednesday June 24 - 12:00 - 3:30

Parents are able to immediately book times to come into the school on June 23 and 24 for the above mentioned times. To book your time, please proceed to the **School Interviews** link for parents/guardians to use:

Link: <https://www.schoolinterviews.ca/code?z=JzaiOd>

Please enter the following code: **cqgn6**



**WHAT STARTS HERE CHANGES THE WORLD**

In order to ensure that we are mindful of everyone's safety and well-being if you are ill or in self-isolation, please refrain from coming to the school. We are also requesting that everyone follow the protocol outlined below to ensure the wellbeing of our faculty and your immediate and extended families:

- Please enter into the school through the main entrance and exit through the sports academy entrance (midway down the school).
- To sanitize upon entry and exit of the school.
- There will be arrows on the floor to mark the 'walking flow' into the building.
- To ensure that we know who is present in the school, all families must sign in upon entry and sign out at exit. This will be completed electronically to ensure we are compliant with building occupancy limits.
- To refrain from congregating in groups and make any physical contact (e.g. handshakes) with each other inside and outside of the school building.
- Washrooms will not be accessible to visitors at this time.
- As we will be operating on a minimal faculty compliment to support this process, teachers will not be available to meet at this time.

If you experience difficulties booking online, please contact the school at 780-459-4478. We thank you for your understanding and continued support.

Yours in education,



Allan Menduk  
Principal  
Albert Lacombe Catholic Elementary School

