

Dear Families,

In preparation for returning to school beginning June 1<sup>st</sup> , we will be asking families to come and pick up their children's school supplies and belongings. The reason for this request is to help facilitate and comply with Provincial Health and Safety Cleaning Protocols. Below please find the schedule for curbside pick-up either with your vehicle or on foot.

Please note that a large Ziploc bag will be included for you to send basic supplies if your student is returning to in class learning.

Thank you as always for your support and understanding as we continue to navigate these times together.

Please know that more information will be coming from the District and the school in the upcoming days.

Thank you,

Ms. Matthews  
Principal  
Ellendale Elementary School

Ellendale Elementary has developed a process for student supply curbside pick-up. Supply pick-up will be Wednesday, May 27<sup>th</sup> or Thursday, May 28<sup>th</sup>. For the safety of yourself, your family and Ellendale staff, we ask that you strictly follow the guidelines and procedures in this document.

Any students that have **Library books** at home are asked to bring them when picking up student supplies, please have these books in the back seat of your vehicle or trunk and a staff member will remove from your vehicle. If you are arriving by foot there will be a clearly marked bin for Library book return.

**Wednesday May 27<sup>th</sup>, will be curbside pick-up for Divisions 8-5.  
Parents please report to the school either by car or on foot. (one member only where possible). Please do your best to follow to this schedule and time.**

9:00 a.m.-10:00 a.m.	Division 8
10:00 a.m.-11:00. a.m.	Division 7
11:00 a.m.-12:00 p.m.	Division 6
12:00 p.m. - 1:00 p.m.	Division 5

**Thursday May 28<sup>th</sup>, will be curb-side pick-up for Divisions 4-1.**

**Parents please report to the school either by car or on foot. (one member only where possible). Please do your best to follow to this schedule and time.**

9:00 a.m.-10:00 a.m.	Division 4
10:00 a.m.-11:00. a.m.	Division 3
11:00 a.m.-12:00 p.m.	Division 2
12:00 p.m. - 1:00 p.m.	Division 1

**Drive Thru Option:** car first stops at entrance gate to parking lot and staff member, from passenger side of vehicle, will walkie talkie staff in the gym to locate and bring out your child(ren)'s\* supplies.

**Drive Thru Pick Up location:** Driver moves to second check point and driver pops trunk or opens rear window and supply bag is deposited in the vehicle by Ellendale staff member.

**Foot traffic check-in location:** Physical distancing foot traffic line up protocols will be in place. Staff member will walkie talkie staff in the gym to locate and bring out student supplies. Supplies will be placed at a safe physical distance pick up point that will be clearly marked (along the far sidewalk that is closest to Mrs. McConnell's class room and the school bike rack).

**\*Please note that family's will pick up all of their children's supplies at one time.**

Thank you,

Ms. Matthews  
Principal  
Ellendale Elementary School