



## **M. G. TEED MEMORIAL SCHOOL**

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**Principal, Mr. MARK CROWLEY**  
**Vice Principal, Mrs. Tanya McGrath**

**Administrative Assistant, Michelle McCaughan**

April 30, 2020

Hello Teed Families,

The District and our school have been working on a plan to allow for families to come into the school and retrieve student belongings. This process of course will need to follow the set protocols in terms of dealing with the COVID-19 situation.

Homeroom teachers will be reaching out to families via email on Friday, May 1 with your designated time to come and pick up materials/belongings. We have been asked to spread this out as much as possible and keep our traffic flow isolated to certain areas of the school. Belongings will be picked up by a parent or family member in our school gym on your assigned time. If this time slot does not work for you, given your family situation, please advise your child's homeroom teacher. We will try to make alternate arrangements, if possible.

Our staff will be bagging student items prior to the pickup days/times. I would ask that if you are aware of an item that your child has left behind at school, please contact your child's homeroom teacher so it may be added to the belongings. Such things as indoor shoes, Rx, clothing, etc.

Our parents who are Essential Workers, will be given an opportunity to collect their children's items during an evening session. This time will be allocated for these parents first and foremost. Please let your child's teacher know if you are an essential worker, so your name can be added to the list.

Families will need to practice Social distancing (2 metres), review a series of questions about health and proceed to the area for item pick up. Once the items are picked up, then families must exit the building following the established route. This as mentioned is being done to keep the flow of individuals moving and avoid traffic throughout the entire school.

If you are unable to pick up your child's items, you may have the items picked up by another person. If this is the case, please make sure that your child's teacher and administration is informed, so this also can be tracked.

We realize that this is certainly not a normal process for any school and especially our school, where we always try to have an open-door policy but given the situation, we will be proceeding this way.

We will be scheduling the pickup times beginning on Tuesday of next week and running until Thursday. Homeroom teachers will be in touch, as to times. For those families with multiple children in the school, the eldest child's teacher will be assigning your pickup time. Once you have arrived in the gym to receive your eldest child's items, inform the staff member that you have other items to pick up from the sibling's class.

Once again, thank you for your ongoing support.

Respectfully,

Mark Crowley, Tanya McGrath and staff of M. Gerald Teed