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Monday, June 1, 2020

Dear Viper families,

We thank you for your patience and would like to communicate to families the process for the retrieval of your child's/childrens personal items from Valleyview. Teachers contacted families last week to determine who required student belongings from the school. Note: If you are choosing not to pick up personal items next week, they will be stored in a designated area in the building so our custodians can complete summer cleaning.

At this time, we are not collecting board issued learning devices and will organize another drop off schedule at the end of June, when learning from home is completed. If you have *library books* in your possession, there will be a designated blue box bin next to the kindergarten gate entrance to drop off books for the week of June 8-12, 2020.

To reduce the number of visits to the school, personal belongings will be released according to an alphabetized pick up schedule, **organized by last name**:

- Monday, June 8th 9am-1pm: Last name starting with the letters A/B
- Monday, June 8th 1pm-5pm: Last name starting with the letters C/D
- Tuesday, June 9th 9am-1pm: Last name starting with the letters E/F/G
- Tuesday, June 9th 1pm-5pm: Last name starting with the letters H/I/J
- Wednesday, June 10th 9am-1pm: Last name starting with the letters K/L
- Wednesday, June 10th 1pm-5pm: Last name starting with the letters M/N
- Thursday, June 11th 9am-1pm: Last name starting with the letters O/P
- Thursday, June 11th 1pm-5pm: Last name starting with the letters Q/R/S
- Friday, June 12th 9am-1pm: Last name starting with the letters T/U/V
- Friday, June 12th 1pm-5pm: Last name starting with the letters W/X/Y/Z

We are asking families to adhere to the following *guidelines* to ensure social distancing and safe handling practices are followed while picking up personal belongings from the school, during the week of June 8-12, 2020.

1. Only those parents/guardians who do not have symptoms may enter school property.
2. Enter the Valleyview parking lot from the west entrance (closest to the school) to park.
3. Only one parent/guardian will leave their car to pick up student belongings.

4. Only one parent/guardian is permitted in the kindergarten pick up area at a time. Please wait in your vehicle until the playground area is clear, before you enter.
5. Enter the kindergarten playground area (gate will be open) and look for the first letter of your last name, marked on the tables.
6. Student items will be in a clear bag (labelled with the students first and last name) on a table located in alphabet groupings that are marked for easy reference. Refrain from touching the bags unless it belongs to your child(ren).
7. If you have been contacted about *medications* for your child, those bags will be found under the table out of the sun.
8. Staff will be present inside the gymnasium and will have the south door open to supervise the area. We will not be able to permit you access to the building at any time.

At this time, we cannot guarantee another opportunity for families to pick up student's personal belongings. If for some reason you are unable to pick up during the scheduled time frame, please leave a message at the school (548-4205) or connect with us by email at vv.adminassistant@kpdsb.ca. We will do our best to make alternative arrangements for pick up.

Sincerely,

VV Admin Team

