



St. Francis Xavier Catholic School

223 Highglen Avenue, Markham, Ontario L3S 1Y4 • (905) 470-2225

June 10, 2020

Dear Parents/Guardians,

Please find below a schedule regarding the next step for end of year procedures to ensure a safe and orderly retrieval of items your child left at school and to drop off schoolbooks. Thursday, June 18th has been set aside for the exercise.

Schedule: Please note that due to the number of families with the last names beginning with the letters “C” and “L”, those families have been divided into two times. The second letters after the “C” and “L” are the first letters of the names of your street address.

Letter of Last Name	Time
A, U	8:00 - 8:10
B, E, F	8:20 - 8:30
C - A-H – A-H Street Name	8:40 - 8:50
C - J-Z – J-Z Street Name	9:00 - 9:10
D, T	9:20 - 9:30
H, K	9:40 - 9:50
G, I, J	10:00 - 10:10
L - A-H – A-H Street Name	10:20 - 10:30
L - J-Z – J-Z Street Name	10:40 - 10:50
M	11:00 - 11:10
N, O, Q, W	11:20 - 11:40
P, V	1:10 - 1:20
R, X	1:40 - 1:50
S	2:00 - 2:10
Y, Z	2:20 - 2:40

The schedule provides a window of 10 minutes for retrieval of items.

Scheduling was completed using an alpha format. This ensured families with more than one child in our school make only one trip for the retrieval. You are scheduled to retrieve your child's belongings following the assigned schedule above.

If you cannot make your time, please contact Mrs. Papulkas at lucie.papulkas@ycdsb.ca to make alternative arrangements for the same day. We will allow for later pickups between 4:00 PM and 5:30 PM with an appointment.

We ask the following parameters to be strictly followed by the parent retrieving school items:



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1. Always maintain a minimum 2-meter distance, as you enter and exit the building, and as directed by staff supervisors.
2. Before entry, review and adhere to the instructions on the self-screening poster from York Region Public Health posted at the front entrance.
3. School access is limited to one parent per family.
4. To maximize safety, students are not permitted; **NO CHILDREN ARE PERMITTED TO ENTER THE SCHOOL.**
5. Parents are to proceed directly to their childrens' classrooms; and locate their child's belongings in the hallway directly in front of the classroom.
6. Your child's belongings will be in a labeled untied bag.
7. Return any school-owned items (textbooks etc.) that are no longer needed to a designated table in the hallway.
8. Any personal items not collected will be donated to St. Vincent de Paul Missionary.
9. All classrooms and facilities will be locked.

In addition, we strongly recommend parents entering the school building to bring personal face mask and gloves. Hand-sanitizers will be provided at the door. We are happy to see you, if briefly, but we encourage strict adherence to your allotted time. Finally, note that we are not collecting equipment (lap-tops, iPads et cetera) currently.

We wish you well during these difficult times. Please feel free to contact the school for any further assistance.

Sincerely,

E. Naccarato

E. Naccarato
(Principal)