



WESTWOOD ELEMENTARY SCHOOL

School District No. 57 (Prince George)

2633 Vanier Drive Prince George, B.C. V2N 1V1

Phone: 250-562-3076 • Fax: 250-563-7952

April 6, 2020

Dear Parents/Guardians

Parents are invited to pick up their children's belongings from Westwood Elementary on April 8 & 9, 2020. Our process meets the Provincial Health Officer's direction. Parents can collect their child's belongings from the gym. Please enter the school via the exterior gym doors. Staff will be available to assist you. Anyone sick with any respiratory concern should stay home. Call the school and we will arrange for pick up at another time. One parent / person per family in the school at a time.

Please follow these instructions:

- Only one person may come into the school to pick up their child / children's personal supplies.
- Please maintain a distance of 2 meters away from parents and/or staff when retrieving belongings.
- Arrows will indicate the direction you should walk while in the building.
- Your child's belongings will be placed in a labelled plastic bag
- This bag will be placed, in rows, alphabetically by teacher / division.
- Items that cannot be connected to students will not be bagged and may have to remain in the school until students return for classes. This may include PE clothing, shoes/boots and/or lost and found items
- School items such as textbooks, library books, etc., should be kept at home for the time being.

Wednesday April 8 – 1 pm to 2:00 pm	Students with the last names starting with A - F
Thursday April 9 - 9:15 am to 10:15 am	Students with the last names starting with G - O
Thursday, April 9 – 10:30 am to 11:30	Students with the last names starting with P – Z
Thursday, April 9 – 1 pm to 1:45 pm	Anyone unable to pick up at other times.

The Westwood staff hope you and your families are healthy and safe. Teachers &/or staff will not be available to meet with parents.