



Harwin Elementary School

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

1193 Harper St., Prince George, B.C. V2M 2X1

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April 7, 2020

Dear Parents/Guardians:

Thank you for your patience and understanding as we work through this process together. We hope that you are doing well in these unprecedented times. Please reach out if you need any assistance in the coming weeks.

We are letting you know that at this time we are inviting parents to pick up their child's belongings from Harwin Elementary on Wednesday, April 8th and Thursday, April 9th, 2020 from 9:00 am to 1:00pm. We have established a process that we believe will allow for easy pickup and protect everyone's health using Ministry of Health guidelines. When you arrive, please maintain social distancing and sanitary hand practices. Parents may not enter the school as per Ministry of Health directions during this time. **Anyone sick with respiratory symptoms (even if symptoms resemble a very mild cold) should not come to the school. Call the school and we will arrange for pick up at another time.**

Please follow these instructions:

- We will have all the materials packed up and put into bags in our gym. There will be two doors that we will be using to give the materials to parents/guardians.
- Please park in the staff parking lot.
- There will be pylons along the side of the school towards the gym indicating the standing spots in the line up to the gym doors. If you see that there are already people by those pylons, please wait in your vehicle until you see an empty space for you to move to the pick-up line. Pylons will be placed 2 meters apart to assist
- You will be directed by a Harwin staff member when you can come forward and pick up your child's belongings.
- Please identify yourself and tell us whose items you are picking up.
- Staff will bring your child's belongings to a table outside of the gym doors.
- Staff have bagged items that were in classrooms and on racks. Items that cannot be connected to students are on the tables off to the side with the lost and found items.
- If students have school items such as textbooks, library books, etc. they should keep these items at home at this time.

Please maintain a distance of 2 meters away from parents and/staff when coming to retrieve belongings.

Thank you from the Harwin Team

Linda McGraw