



St. Basil Elementary School

4235 Golden Orchard Dr. Mississauga, Ontario L4W 3G1 Phone: (905) 624-4529

June 8th, 2021

Dear Parents/Guardians,

We wish to communicate with all parents/guardians and community members the **St. Basil School Plan for the Return of School Devices** (ie. Chromebooks, laptops, ipads, etc.) and for the **Retrieval of Student Belongings** from school.

Below is a schedule based on family surname for the **Return of School Devices and Retrieval of Student Belongings**. We ask that you review it carefully and make plans to come to the school on your scheduled date. We will except the return of school devices and retrieval of personal belongings during the following hours on the identified dates:

AM 9 am to 11:45 am
PM 12:45 pm to 2:45 pm

When coming to the school to return devices or pick up material the following **Covid-19 Protocols** must take place:

1. Please complete the Covid-19 Self Assessment for student and/or parent coming to the school <https://covid-19.ontario.ca/self-assessment/> .
2. Do not come to the school if you display any Covid-19 symptoms.
3. Enter the school from main doors at the front of the school
4. Wear a mask upon arrival on school property and at all times while in the school building
5. Sanitize hands upon entry into the school

If you are returning a device:

1. A table will be set up in the foyer clearly marked "**Device Return**". You are asked to place the device on this table following the guidelines below:
 - a. Wipe down device at home and ensure it is cleaned
 - b. Place the device and charger into a clear plastic bag
 - c. Clearly write your child's name on a piece of masking tape or piece of paper and tape it to the bag

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If you are picking up student belongings:

1. Upon entry into the school and after you have signed in and sanitized your hands go to the classroom that your child is in and pick up material. All material will be pre-packaged by staff and placed on coatracks outside classrooms. They will be labelled.
2. Look for your child's name and pick up material.
3. Kindly exit through the following doors: (see map below)
 - a. If in Portapak exit through the centre doors that lead to portopak
 - b. If upstairs exit the doors at end of the hallway for Second Floor Exit
 - c. If in FDK rooms exit through FDK doors

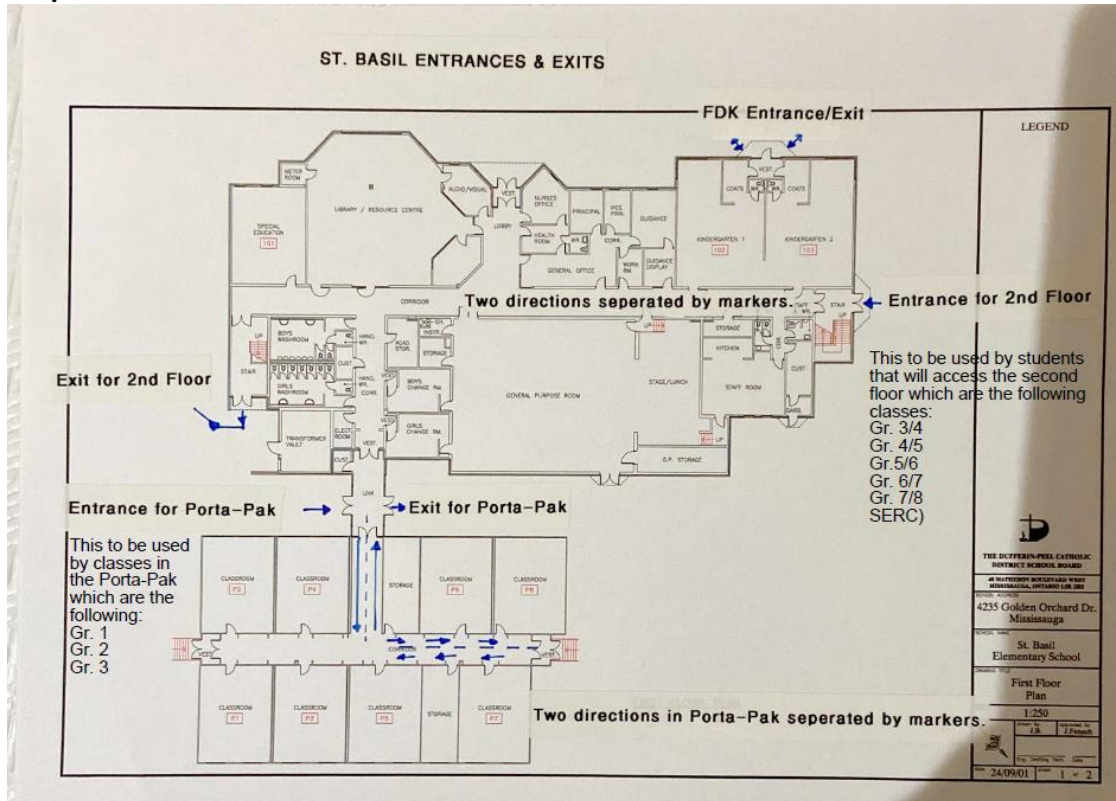
STAGGERED RETURN OF SCHOOL DEVICES AND RETRIEVAL OF STUDENT BELONGINGS FROM SCHOOL	
WHEN?	WHO ATTENDS?
Monday, June 21st, 2021	*Students whose surname begins with A, B, C, D, E and F <i>*Only students indicated above return devices and/or retrieve personal belongings*</i>
Tuesday, June 22nd, 2021	*Students whose surname begins with G, H, I, J, K, L, M and N <i>*Only students indicated above return devices and/or retrieve personal belongings*</i>
Wednesday, June 23rd, 2021	*Students whose surname begins with O, P, Q, R, S, T, U, V, W, X, Y and Z <i>*Only students indicated above return devices and/or retrieve personal belongings*</i>
Thursday, June 24th, 2021	*Students who are in the Grade 8 Class Only* The Grade 8 students are invited to school as per predetermined schedule to pick up Graduation Diplomas, Awards and Gift from Catholic School Council
Friday, June 25th, 2021	Students whose surname begins with A, B, C, D, E, F, G, H, I, J, K and L <i>*Only students indicated above return devices and/or retrieve personal belongings*</i>
Monday, June 28th, 2021	Students whose surname begins with M, N, O, P, Q, R, S, T, U, V, W, X, Y and Z <i>*Only students indicated above return devices and/or retrieve personal belongings*</i>
Tuesday, June 29th, 2021	Office open and staff in school all day.
Wednesday, June 30th, 2021	First Day of Summer Break for students.



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Map for Exits



Second Term Report Cards will be sent home electronically by the board on **Tuesday, June 22nd, 2021.**

We understand that upon returning school devices some students may not have access to device for remainder of the school year. If you wish to request asynchronous learning packages or material for your child(ren) at that point you are asked to email the school at st.basilinfo@dpcdsb.org and put **REQUEST FOR LEARNING PACKAGE** in the subject line. Mrs. Avila will then forward your request to your child(ren)'s teacher(s).

On behalf of the office staff, I wish to thank all parents, guardians, students and faculty for all your support, dedication and work throughout this very, very challenging school year.

Sincerely,

Edward Filippozzi

E. Filippozzi
Principal