CPJH Student School Access June 8th, 9th and 11th

**Hello Clayton Park Junior High Families,**

Students will be able to access our school on **June 8th, 9th and 11th** to collect personal items from their lockers.

To ensure we adhere to Public Health Guidelines for everyone’s safety please take the time to carefully read the instructions and procedures below before students come to collect their personal belongings.

**Instructions/Procedures Prior to Arrival and at School**

* Students only need to book an appointment if they have **personal** belongs at school that need to go home or need to return a school textbook. If you have textbooks and/or library books in your locker but no personal belongings that need to go home you **do not** need to book an appointment.
* Please do not come if you or anyone in your household (bubble) is ill. We will figure out a way to get you everything at a later date.
* Students are permitted to enter the building on the date and time they book an appointment. Students are only to come to school during their assigned appointment time.
* Only the student may access the school to collect their personal belongings or if they are unable one designated person which must be communicated to the VP Alana Conrad before the appointment at aconrad@hrce.ca
* Students must arrive at the scheduled appointment time to make sure we can maintain 2m/6ft social distancing and small numbers both outside and inside the school.
* Students or individuals arriving by car must park on Plateau Crescent while the student collects their belongings. The school bus loop and parking lots will be closed and not accessible.
* Prior to arriving for your appointment please wash and sanitize hands and follow social distancing protocols.
* Students must bring their own backpacks/bags to take personal items home. No bags or supplies will be provided.
* There will be garbage and recycling cans throughout the halls to use as necessary.
* Students must know where their locker is located.
* Students who have belongings in another student’s locker must make arrangements on their own time to give the belongings to that student. No student will be allowed to access another student’s locker.
* Students must follow posted and staff instructions and directions at all times to maintain health and safety standards.
* When given permission by a staff member students will enter the school at the main doors and use the provided sanitizer to sanitize their hands. Students must use hand sanitizer upon entering and exiting the building.
* Students must go directly to their locker put all of their belongings in the bag they brought with them and leave as soon as possible making sure to follow posted and staff directions to the exit.
* There will be a clearly marked, designated area to return their combination lock and textbooks.
* Band instruments will be labelled with students names and can be retrieved by students by the band room before they exit.
* As advised by Public Health, use of PPE (masks, gloves, etc) is not required. However, if individuals choose to wear PPE while they are onsite, they may do so. Students are encouraged to wear a mask if possible.

**Things To Remember**

* We just maintain 6ft/2m social distancing protocols. Staff will be around the building and outside to assist with this.
* When in the building please ensure you follow the signs and directional arrows.
* Before coming to the school make sure you have everything you need to return – textbooks, library books.
* Remember to bring a bag to carry your items.
* Do you have a face mask to wear?
* While staff really miss you, classrooms will be closed and staff will not be available to visit.
* This is not a time for socialization. Please come in, get your belongings, return school items and then exit the building.
* Please use proper hand hygiene.

The Staff at CPJH thanks everyone for their support in following the protocols listed above.

Appointments can be booked starting **Monday June 1st at 6pm** using an On-line Google Form.

Appointments must be booked by **Friday June 5th at 3pm**.

To book an appointment on **Monday June 8th** click the following link:

(GNSPES username and password is required)

[Monday June 8 - School Access Appointments](https://forms.gle/B6sHLv34TVat2zij8)

To book an appointment on **Tuesday June 9th** click the following link:

(GNSPES username and password is required)

[Tuesday June 9 School Access Appointments](https://forms.gle/B7mqABqdsEMv15Qn8)

To book an appointment on **Thursday June 11th** click the following link:

(GNSPES username and password is required)

[Thursday June 11 School Access Appointments](https://forms.gle/zei2rfXopKHLe9vL8)

If you are unable to book or are having difficulty booking an appointment time you can email the VP Alana Conrad at aconrad@hrce.ca

See You Soon and Take Care,

The Administration and Staff at Clayton Park