

Thursday, April 9th 2020

Dear Families,

The week of April 14-17 will be our supply pick-up. Teachers have organized students' supply bags. Some teachers have included all supplies, while others have included the ones most necessary for learning at home. If your child did not receive all supplies know that as the school year progresses if needed we will set up another time for the remainder of the supplies to be picked up. Personal belongings, which we were able to identify have also been included. There were many shoes and other belongings which could not be identified at this time. These items are still sorted by class and will be sent out at a later pick-up as teachers work with their students to identify these items. Please ensure all library books and home reading books are returned. We will have a drop bin clearly labelled for these books.

Special thanks to our teachers for bagging up supplies and our support staff for the organization of the supplies as well as their part next week in giving out supplies. A regular weekly pick-up schedule and system will be determined in the following weeks, for families that may need other items to support their at home learning.

While we will be so happy to see some familiar faces next week, please keep in mind that we will need to follow social and physical distancing routines to ensure safety as well as running an efficient pick-up system. See the next page for procedural details about the pick-up system.

Nancy Maxfield

Cody Clements

Charlie Lake Elementary Supply Pick-up Procedure

Week of April 14-17

The information below will outline the process that we need to follow to ensure we are meeting Health and Safety Regulations related to COVID-19 process:

- **On Tuesday, April 14th, Wednesday, April 15th, and Thursday, April 16th,** we invite **one** parent/guardian or designated family member to come to the school to pick up student belongings and school supplies. Please let staff know if you need additional items when you are at the pick-up table, such as a Ski Trip reimbursement.
- Please bring all library and Home Reading books that you have at home, there will be a designated drop box for these books.
- Upon entering the staff parking lot, you will see cones for physical distancing. This system will work best if not all families arrive at the start of their window of time. There could be a long wait if all families come at the same time.
- Only one adult will get out of the vehicle. If you do bring children please ensure they stay in the vehicle.
- Signs and cones will be set up to help ensure social and physical distancing safety requirements.
- The designated pick-up person will not enter the school. A table will be set up outside the exterior gym door and a staff member will take the family name and gather the supply bags.
- **PLEASE DO NOT COME TO THE SCHOOL FOR PICK-UP IF YOU ARE FEELING UNWELL.**
- Please be mindful and respectful of the social distancing requirements as you enter the parking lot and outside pick-up area.
- If you are unable to pick-up supplies this week, we will be setting up a time for pick-up on a weekly or bi-weekly rotation, date and time to be determined. See Laker News for more details.

- *Please note if your children have two different last names, you just need to come one time. Please do your best to pick up during your designated time. If you are unable we will make other arrangements for a different date.*

Supply Pick-up Schedule - April 14-17

Tuesday, April 14	Letters
9:45-10:30	A
10:30-11:30	B
11:30-12:00	C
12:00-1:00	D, E, F
1:00-2:00	G
2:00-3:30	H
Wednesday, April 15	
9:00-10:00	I, J, K
10:00-11:30	L, M
11:30 - 12:30	N, O, P, Q
12:30-1:30	R
1:30-3:00	S
Thursday, April 16th	
9:00-10:00	T, U, V
10:00-11:30	W, X, Y, Z