



Etobicoke Collegiate Institute

86 Montgomery Road, Toronto, Ontario M9A 3N5 • Tel: (416) 394-7840 • Fax: (416) 394-7899

J. Plonka, B.A., B.Ed., Principal

T. Greeley, C.A., C.P.A., B.Comm., B.Ed., Vice-Principal

N. Rowe, B.A., B.Ed., Vice-Principal

Tuesday, June 2, 2020

Dear Parent(s)/Guardian(s):

As you are aware the TDSB has established a protocol to allow students to enter Etobicoke Collegiate to collect personal belongings from lockers, cleanout lockers and return any materials (textbooks, uniforms, library books, musical instruments, art supplies, etc.) belonging to the school. At this time, we **will not** be collecting any TDSB electronic devices (laptops, ipads) that were borrowed by families for remote learning. Students are to retain all technological items until September.

Students will be allowed to enter the building from **June 8th to June 15th between 9:00 a.m. and 2:30 p.m.** We will only be allowing a maximum of 20 students (5 per floor) into the building every 20 minutes. To facilitate students entering Etobicoke Collegiate we ask that parents book appointments using our online system. **Students will not be allowed to enter the building without a prearranged appointment.** Please follow the instructions outlined below to book your child's appointment time.

Instructions

1. Go to the ECI scheduling website at <https://etobicoke.parentinterview.com/>
2. Enter your child's 9-digit student number and click "Sign In".
3. Fill in your contact information and click "Continue to Make Appointments".
4. Click on the floor corresponding to your child's locker location.
5. Scroll down and find the date that your child would like to enter the building.
6. Click on "Available" for a time at which your child wishes to enter the building. There are 5 appointment spots available per floor for each timeslot. Please make sure you select the date you want.
7. Click on "My Schedule" (top left of the page)
8. Print out, email or copy your child's appointment time.

On the day of the appointment students must follow the instructions outlined below.

Instructions When Entering the School

1. Prior to coming to the school all students must conduct the self-assessment from Public Health. The link is provided in the attached letter. Only students who pass the self-assessment should come to the school.
2. Students will arrive at school a few minutes before their scheduled appointment time and line up (2 meters apart) outside of Exit 5 (the parking lot entrance).
3. Students will respect all physical distancing requirements and enter the building one at a time.
4. A staff member will confirm their appointment time and ask if they have passed the self-assessment. Once confirmation is complete students will be allowed in the building.

5. Students will be asked to use hand sanitizer upon entering the building.
6. Masks or face coverings must be worn while in the building. We encourage students to bring and wear their own masks. Limited masks will be available. **Students will be denied access without a mask.**
7. Once in the building students will proceed directly to their own lockers. Students will collect all their personal belongings and put any garbage in the bins provided in the hallways. Reminder: make sure you know your locker number and combination before coming to the school. We will not be able to provide you with this information. Students will not be allowed to go to any other students' lockers.
8. Once their locker is cleaned out students will proceed to the cafeteria to return textbooks, library books, sports equipment, musical instruments, etc.
9. When you arrive at the cafeteria please enter through the doors closest to the ramp. We ask that you walk around the cafeteria and place your textbooks, library books, musical instruments, sports equipment, etc. on the department tables (Math, Science, Library, etc.). **Please make sure your name is on your textbook, instrument or sports equipment/clothing before returning it to the school.** Do not write on the Library books. A staff member will be available to help guide you.
10. Students will exit the cafeteria and quickly exit the building through Exit 8. A staff member will be there to guide you out and confirm that you have left the building.

Students will only be allowed in the building for a **maximum of 20 minutes**. We ask that students do not socialize with each other. You must respect all physical distancing requirements when in the building. If needed the washrooms outside the cafeteria will be open for student use while inside the building. Students are asked to immediately leave school property as soon as they are finished in the school.

If students only need to return school materials (textbooks, library books, etc.) and not go to their lockers, they will still be required to make an appointment to enter the building. Once here they will follow the same instructions listed above expect they will proceed directly to the cafeteria (and not go on any other floor), drop off their materials and quickly exit the building.

Students are reminded that this protocol has been put in place to keep everyone as safe as possible given the current situation we are all in. We ask that students respect the process and if they are unable to do so they will be asked to leave the building immediately.

If you require any assistance booking appointments or have any questions regarding these instructions please feel free to contact the school at (416) 393-7840 and leave a message and someone will return your call. We thank everyone for their co-operation in this matter. Stay safe and healthy!

Sincerely,

T. Greeley
Vice-Principal