

FOREST HILL COLLEGIATE INSTITUTE

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Reiko Fuentes, B. Sc, B. Ed - Principal

June 1, 2020

Dear Forest Hill Ci Families,

With the news that schools will remain closed for the rest of the 2019-2020 school year, we are now focusing on how students can retrieve their belongings from schools and how students can return any outstanding items that belong to the school (e.g. text books, library books, sports uniforms, etc.).

We have established a process, using TDSB guidelines approved by Toronto Public Health, for students and parents/families to come into the school to collect anything left behind, **should you wish to do so**, and to return school materials (textbooks, library books, instruments, cameras).

Our process will follow all physical distancing requirements. I want to stress that we are being as responsible as possible in how we move through this process and that the number of people who can be in our school at a given time is well below what is recommended by Toronto Public Health. *Please note that masks or face coverings will be required to enter the building.* A limited number will be available but you are encouraged to bring and wear your own. We appreciate your patience and support as we work through this together.

We are offering 15 minute windows for individuals (student or a parent/guardian) to come in. You can schedule your time using the ParentTeacher Interview website that we have used in the past for scheduling Interviews. Times will be booked based on the floor that your student's locker in on so that we can limit the number of people in each area of the school. **Please see instruction sheet attached.** You will need to know the Trillium Student Number and the locker floor to book your appointment.

We will be making access to the school available from Tuesday, June 9 – Friday, June 12 between the hours of noon and 4:00 p.m. Additionally, June 24th will be available for those who are unable to come during this week. Please contact me via email to make arrangements for this date.

If you are feeling unwell, please do not come to the school. Before entering the building, you will be asked to conduct a self-assessment for any [COVID-19 related symptoms](#), including fever, cough and runny nose and that you have not been in contact with anyone who has tested positive for COVID-19.



Not for ourselves alone

When you arrive at the school at your designated time, please:

- drop off any items from home at the front door (please print the attached **textbook return form**)
- conduct [self-screening measures](#)
- [enter through the designated doors \(auditorium door at front of school\)](#)
- [use hand sanitizer and wear a mask or face covering](#)
- respect all physical distancing requirements, staying at least 6 feet away from others
- retrieve belongings from your locker quickly
- return any textbooks or school materials that were in your locker in the area provided
- put any garbage in the bins provided
- grade 12 students may retrieve their yearbook (they will also be available in the fall/ when the school re-opens and at our Commencement ceremony)
- exit the school as directed, towards the back parking lot, and leave school property promptly

Non-essential locker contents, such as notebooks and pencils, that are not picked up will be discarded. Clothing and personal items will be packed up and stored until the fall.

Technology devices that belong to the TDSB should not be returned at this time.

Students not needing to retrieve items from inside the school may drop off textbooks and other school materials at the front doors, between noon and 4:00 p.m. on the same days (June 9-12 and June 24). Books must be accompanied by a **Textbook Return Form**.

We know this is not the way we expected to end the school year but we appreciate your support in making this process as smooth and efficient as possible. We are already looking ahead to when we can be together again.

We miss you and above all else, we are wishing you well.



Reiko Fuentes
Principal
Forest Hill Collegiate Institute