



“Let Your Light Shine”

St. Augustine School

5520-45 Avenue Crescent, Ponoka, AB T4J 1N6

Phone: (403) 704-1155 Fax: (403) 704-1195

<https://staug.staratholic.ab.ca/>

Dear Parents and Guardians:

On Thursday, March 19 and Friday, March 20 all necessary materials for learning and one's personal belongings need to be picked up from the school and taken home. Under advisement from AHS students will not be permitted to enter the building. Therefore, we are requesting **one** designated healthy adult, or person over the age of 16, to pick up the items. **The designated person is only allowed to pick up items for people in their family.** Please ensure you have the locker number and lock combination for your Junior and Senior high students. (for both hallway and gym lockers).

Please adhere to the following guidelines.

1. **Anyone that is self-isolating or showing any respiratory symptoms (fever, cough, sneezing, running nose, headache, sore throat) you are not allowed in the building. Please make alternative arrangements for someone to pick up your belongings.**
2. All individuals will enter the building using the designated entrances.
 - a. primary building; use the main front doors of the school (doors facing East)
 - b. secondary building; use the main doors at the front of the school.
3. Wash your hands upon entry of the building.
4. Go directly to the locker(s) and or classrooms to gather belongings. Should there be other people in close proximity to your locker(s) please exercise proper social distancing.
5. Students in grade K-6 - the report card from the second reporting period will be placed in your child's locker.
6. Dispose of any food items that may have been left in the lockers.
7. Library books are to remain in the classrooms.
8. Jr. High and Sr. High students may also have a gym locker. Please include those lockers when gathering items to take home. Ensure you have the locker number and lock combination for the gym locker.
9. Lost and found clothing will be set out for people to gather their lost items.
10. Avoid interaction with each other and school staff as much as possible.
11. Exit the building in a timely manner to help reduce the number of people in the building at one time.

12. Further information regarding upcoming learning will be given at a future date after the spring break holiday.
13. Please honor your scheduled time (see chart below) as we are following AHS recommendations of limiting large group gatherings.

Locks - There are two types of locks in the secondary school.

1. Hallway locker locks - These locks belong to the students. Take them home at this time.
2. Gym locker locks - These locks belong to the school. Leave the unlocked lock hooked on the locker when you are finished taking the items from the locker.

The following schedule has been set up based on the last name of the student. We have provided two pick up times for people to choose from.

	Thursday, March 19	Friday March 20
	Student last name beginning with	
9:00 - 10:00	A – D	U - Z
10:00 - 11:00	E – H	I – L
11:00 - 12:00	I – L	M – P
12:00 - 1:00	M – P	Q – T
1:00 - 2:00	Q – T	E – H
2:00 - 3:00	U - Z	A – D

We ask to respect the staff that are working at the school by not engaging in conversations and maintain proper social distances. We kindly ask that you follow the above instructions when gathering your things and leaving the building in a timely manner. If you have any questions regarding the picking up of belongings, please give the school a call at 403-704-1155

Thank you for your patience as we work through these challenging times.
Sincerely

Luc Gratton
Vice Principal