



DUNCAN CHRISTIAN SCHOOL

Building on Faith, Family & Community

Student Textbook, Supply pickup, and Schoolwork Pickup

NOTE:

If you are ill or have any [symptoms](#) (even a mild cold), have been in close contact with *anyone* that is experiencing symptoms, or have travelled outside of Canada within the last 14 days, **PLEASE DO NOT COME TO THE SCHOOL**. Please call us instead so that we make other arrangements for your family.

Your family's health and the safety of our school community is our first priority. As a community, we must do our part to help protect one another and the most at-risk.

If parents/students need or want to pick up school work, textbooks, or personal items, you may visit the school according to the below schedule. Some families may also have been invited by staff to pick up packages of learning materials. Please follow the below procedure and schedule.

Procedure:

- **ONE (1)** parent/guardian or secondary student may come into the school to pick up the personal belongings and other materials in accordance with the schedule that is provided
- This schedule is in place to limit the number of individuals in the building at one time and protect your family's health; please only arrive during your scheduled time. Please call to make other arrangements if you cannot arrive during your scheduled time.
- Please follow the principles of physical distancing.
 - When you arrive for your collection time, line-up appropriately at the main doors of the building
 - **A minimum distance of two meters must be maintained between individuals**
- If someone other than a parent/guardian/secondary student is coming to pick up the items, please notify the school office

Pick up Time Schedule:

Week of March 30 - April 3	April 6 -10 (if necessary)
Last Names A-C: Wednesday, April 1, Noon-4:00pm	Last Names A-C: Monday, April 6, Noon-4:00pm
Last Names D-K: Thursday, April 2, 9:00am-12:00pm	Last Names D-K: Thursday, April 7, 9:00am-12:00pm
Last Names L-R: Thursday, April 2, Noon-4:00pm	Last Names L-R: Thursday, April 7, Noon-4:00pm
Last Names S-Z: Friday, April 3, 9:00am-12:00pm	Last Names S-Z: Friday, April 8, 9:00am-12:00pm

Thank you for your cooperation. Please contact Peter Terpstra if you have questions about these protocols or the enclosed schedule. pterpstra@duncanchristian.com