



## PIERRE DE COUBERTIN

4700 Lavoisier  
Montreal, QC H1R 1H9

April 16, 2020

Dear Parents,

Some parents have asked to be allowed to retrieve items that your child has left at school. Until now, that has not been possible. But this week, we were informed that the Ministère de la Santé et des Services Sociaux has approved the retrieval of some **ESSENTIAL and SPECIFIC** belongings for students with special needs.

While students may have left many items at school including clothing and school books, the permission that we have received in our most recent directive, from the Ministry, only allows the retrieval of certain specific and exceptional items. **At present, school boards must prioritize the retrieval of items needed by students with particular or special needs who require essential materials such as reading glasses, orthodontics, orthotics, assistive technology, medication , etc .** The retrieval of all other items will have to wait.

If your child has indeed left items at school such as those mentioned above, you may make a written request by email to myself and cc Mr. Mike at [iPisano@emsb.qc.ca](mailto:iPisano@emsb.qc.ca) and [mCampbell-Guerriero@emsb.qc.ca](mailto:mCampbell-Guerriero@emsb.qc.ca). All requests will be evaluated by the administration based on the criteria specified by the Ministry directives. In cases where a retrieval is deemed necessary by the school administration, you will be contacted by email with a specific appointment date and time for the pick-up which will take place on April 22 (am) and April 23 (pm). Parents whose request cannot be accepted within the parameter of the directives that we received, will be informed by email but no appointment date and time will be given.

**The deadline for this request is Friday, April 17, 2020 by 3:00 pm.**

**Please include the following information in your email:**

Full name of student

Elementary classroom number and teacher name and locker number (if items are in locker).

Description and location of item (Please **be as specific as possible** as parents and students will not be permitted to enter the school - the item will have to be located by a staff member).

Date you prefer for this pick up -April 22 (am) or April 23 (pm).

Please be aware that very specific rules have been provided to school boards for this retrieval process. According to these directives, parents or the designated adult family member must:

- arrive promptly at their appointment time
- pull up in front of the school in a car
- note: pick-ups by bike or on foot are not permitted
- Parents / drivers must always remain in their car to ensure proper social distancing practices
- to avoid any physical contact, a staff member will deposit the item, in a bag, directly into the trunk of the car.

It will be important to respect the specific appointment time. If due to unforeseen circumstances, the specific appointment time cannot be respected, please do not arrive late; but rather, email the administration for a new appointment time.

Parents who do not have a car or access to a car, are asked to inform us by email so that alternate arrangements can be made.

We recognize that this strict and restrictive process only meets the needs of some parents and some students. We further recognize that parents and students are eager to collect other items from the school. Unfortunately, we are not able to meet those needs currently. We assure you that as soon as we receive directives allowing for a more general retrieval process, we will let you know.

Thank you for your collaboration and wishing you a wonderful and safe day.

Yours truly,

Ida Pisano

Principal

Michael Guerriero

Vice Principal

