



Caledonia Junior High School
38 Caledonia Road, Dartmouth, NS B2X 1K8
Telephone: 435-8413 Fax: 435-8425
Principal: Mrs. L. Vaughan
Vice Principal: Mrs. M. Kavanaugh
<http://caj.hrsb.ca/>

May 27, 2020

Dear Parents and Students,

We will be using an ON-LINE format to reserve times to access Caledonia to collect personal belongings and drop-off school-owned items (Library Books, Text Books, Technology, etc.) on June 9th and 10th. To maintain social distancing and in line with public health orders, we will only allow 5 students or their adult representative in the building at a time.

Tuesday, June 9th, 2020 9:00 AM-3:00 PM (10 minute time-slots)

Wednesday, June 10th, 2020 9:00 AM-12:10 PM (10 minute time-slots)

The link to the OPTIS site is: <https://secure.parentinterviews.com/caledonia>

If you do not already have an account, you can register as a new parent by following the prompts on the opening screen. If you already have an account and have forgotten your password, there is a reset option that will be sent to the email you used. There is also a Help option on the login page with lots of common questions and answers. **Once registered, please follow these instructions carefully:**

- Choose 1 day to book an appointment (1 appointment only per student in total)
- Click on any of the 5 options available (Spot 1, 2, 3, 4 or 5). Choose a time that your student will come in to collect their personal belongings. If you cannot find a time that works for you, try one of the other 4 options. We can only accommodate 5 students in the building at once
- If you cannot find a time on that day at all, choose the 2nd available day and follow the same instructions

Please ensure your student knows their designated day and time. Due to the complexity of this process, we will not be able to reschedule appointments unless there is an urgent matter. One adult can accompany a student if necessary but whenever possible, students should come in on their own to maintain safety.

THE OPTIS SYSTEM WILL BE OPEN TO SETTING APPOINTMENTS STARTING Thursday, May 28th at 9 AM.

REGISTRATION MUST BE DONE ON-LINE PRIOR TO Monday June 8th at 4 PM.

If you are having difficulty or have questions, please contact Tracey West for support at twest@hrce.ca.

Other Important Information – Please Read Carefully:

Front Door Access: Students/Adult Representatives will be buzzed in one-at-a-time at their designated time. Follow social distancing norms and remain at least 6 feet apart while waiting for your turn. Everyone must check-in at the office upon entry and check-out when leaving. There will be one entry door and one exit door. Please read the signs.

Locks: all school-issued locks will be unlocked and left on lockers prior to students' arrival. Grade 7&8 students are to take your locks home for use next year (write the combination on a piece of masking tape and attach it to the lock. If you don't remember it, we'll find it for you next year). Grade 9 students are to leave locks in the bucket by the front door as you leave the building.

Adult or Other Representative: If someone other than the student is coming in to retrieve belongings, please ensure they know the location of the locker they need to access. We have lists from the start of the year, but changes have taken place since then.

School-Owned Items: are to be left in the designated area as you depart the building. Please bring anything you might have at home and return those items as well as anything you find in your locker.

Band Instruments: personally owned band instruments will be outside of the Band Room labelled with student names (if known). Please check to ensure you are collecting your instrument and not someone else's.

Collection/Garbage/Recycling Bags: Please provide a bag to collect your student's belongings, collect all of the contents in the locker and take it home to sort through. Garbage cans will not be provided to prevent groups from gathering.

Please do not socialize while inside or outside of the building: we all need to adhere to public safety expectations so we all stay safe and healthy.

Reimbursements for Band and/or Ste Anne: We will have cheques prepared that can be picked-up during your appointment time. Let Tracey know you are collecting a cheque. Allow her space to place it on the table outside the office and collect it when she has returned to her desk.

Please contact us with any questions or concerns. Take good care.

Sincerely,

Lisa Vaughan
Principal