

April 20, 2020

### **Extended Return of Module 4 Learning Materials and Resources**

Dear Students,

I hope that you and your families are doing well during this rapidly evolving COVID-19 health situation.

As a follow-up to my letter on April 6, 2020, I am writing to let you know that this week, the **Thomas Merton Centre for Adult and Continuing Education will continue to accept the return of outstanding learning materials and resources used in Module 4 for one more week.**

Learning materials and resources include: textbooks, novels, and any classroom items that were borrowed from the school for Module 4.

#### **Next Steps**

Students who were registered in Module 4 are asked to bring borrowed learning materials and resources to the main entrance of the Thomas Merton Centre (located at 171 Speers Road, in Oakville) on one of the following dates:

- Tuesday, April 21, 2020 through Friday, April 24, 2020 from 8:00 a.m. to 2:00 p.m.

#### **Learning Materials and Resources – Return Protocol**

Before returning borrowed learning materials and resources, **students are asked to read carefully and follow the return protocol below:**

- Attach a piece of paper with your full name, your Module 4 course, and your teacher's name inside the front cover of textbooks or novels. If students are in possession of other borrowed items, please attach the above information to the items by using masking tape (or post it notes). **In addition, please indicate on the piece of paper above if you wish to have your**

**refundable textbook deposit cheque returned or destroyed by Thomas Merton administration.**

- Students are asked to place Module 4 resources in a tied plastic bag before bringing them to the main entrance of the Thomas Merton Centre during the scheduled dates and times listed above.
- The doors at the main entrance of the Thomas Merton Centre will be wide open. Beyond these doors, students will find a Large Yellow Plastic Bin to the right.
- Students are asked to place their borrowed items in the Large Yellow Plastic Bin, and to leave the school premises immediately. **Students will not be permitted to enter the school.**

**NOTE: Please observe all mandatory physical distancing measures while returning materials and resources this week.**

If students have any questions or concerns, please contact me directly at: [MontanariG@hcdsb.org](mailto:MontanariG@hcdsb.org). Thank you for your patience and cooperation during this time.

Take care,

Gino Montanari  
Principal  
Thomas Merton Adult & Continuing Education