

April 6, 2020

Return of International Languages Credit Courses Learning Materials and Resources

Dear Parents and Students,

I hope that this letter continues to find you and your families well during this constantly evolving pandemic landscape.

As a follow-up to my letter dated March 30, 2020, I am writing to you today to update you on the status of the return of outstanding learning materials and resources, such as textbooks and novels, that were lent to students who were registered in International Languages Credit Courses.

Thomas Merton is currently in the process of arranging for the return of International Languages Credit Courses learning materials and resources to the Thomas Merton Centre for Adult and Continuing Education.

Next Steps

Students who were registered at the Thomas Merton Center for Adult and Continuing Education in International Languages Credit Courses are asked to bring their borrowed learning materials and resources to the main entrance of the **Thomas Merton Centre for Adult and Continuing Education located at 171 Speers Road, Oakville from April 21, 2020 to April 24, 2020 from 8:00 a.m. to 2:00 p.m.** When returning their borrowed learning materials and resources, students are asked to observe the following protocol:

- Students are asked to attach a piece of paper with their name, their International Languages Credit Courses course, and their teacher's name inside the front cover of their textbooks or novels. If students are in possession of other borrowed materials and resources, they are asked to attach the above information to the materials and resources by masking tape (post it note). **In addition, students are asked to please indicate on the piece of paper above if they wish to have their refundable textbook deposit cheque returned or destroyed by the Thomas Merton administration.**
- Students are asked to place their International Languages Credit Courses resources in a tied plastic bag and bring them to the main entrance of the Thomas Merton Centre for Adult and Continuing Education during the scheduled dates and times.
- The doors at the main entrance of the Thomas Merton Centre for Adult and Continuing Education will be open wide. Beyond these doors, students will find cardboard boxes each labelled with their International Languages Credit Courses teacher's name and International Languages Credit Courses course name.
- Students are asked to place their borrowed materials and resources in the box that corresponds with their teacher's name and course and leave the school premises immediately. **Please do not enter the school.**

PLEASE NOTE: Please observe all mandatory physical distancing measures while returning materials and resources.

If students have any questions or concerns, please contact me at ArestaV@hcdsb.org.

Vince Aresta
Vice-Principal
Thomas Merton Centre for Continuing Education