



April 30, 2020

Dear Elementary Parents,

Teachers will be preparing additional learning packets for students for the remainder of the school year along with gathering students' belongings that were left behind when school was closed on March 16.<sup>th</sup> We plan on handing these out to parents on May 8<sup>th</sup> only.

To do this efficiently and safely for staff members and parents, we will use the following procedure:

- All families will have a scheduled time to come to pick up materials. See the attached schedule to this email.
- You will find your name on the list and come during the time highlighted in yellow that your name is listed under.
- You will pull up in front of the gym doors during your schedule time frame.
- Please have a sign with your family name on it which you can put in your front window or hold outside of the window so that staff knows whose materials they will be retrieving from the building.
- A staff member or parent volunteer will bring materials to your vehicle and set it on a table which will be 6 ft. from your car. (Staff members will be wearing masks and gloves.)
- One **adult** will then exit car to gather materials. You will then leave after you have retrieved your students' materials.
- If you have library books or other school materials that need to be returned, please have them ready in a sack for staff to retrieve from the table.

Thanks for your cooperation with this procedure.

Sincerely

Diane Jones