

Book Drop Off and Personal Belongings Pick Up

**** Friday, May 29th ****

Families will have a chance to drop off textbooks and school property (chromebooks, library books, book mobile books, reading books, etc.) as well as pick up all your child's belongings (school supplies, clothing, gym clothes/shoes) according to the following schedule.

Friday, May 29

8:00am – 9:30am = All students (all grades) with last names starting with A – E.

9:30am – 11:00am = All students (all grades) with last names starting with F – J.

11:00am – 12:30pm = All students (all grades) with last names starting with K – P.

12:30pm – 2:00pm = All students (all grades) with last names starting with Q – Z.

Those families unable to make the times listed above, we will allow a LIMITED AMOUNT of families from 5-7pm. This time frame is by exception only.

Due to the current status of the COVID 19 virus, we have taken great care to make this experience as safe as possible for you and for our staff. We are strictly following State and District guidelines, making it possible to return materials from home and pick up any items that have been left behind at the school. Your cooperation is key for us to make this a quick and safe operation.

Do **not** participate if:

- you or any member of you household does not feel well
- have a temperature greater than 100.4
- have a cough or shortness of breath
- you have been recently exposed to another person with the COVID 19, including a family member in isolation

Due to strict the guidelines set forth we ask that you do not bring your children with you.

The St. Francis de Sales School staff develop and nurture caring and loving relationships with your children. The excitement of children seeing their teachers, Mrs. Mummey, Mr. Watson, and/or Dr. Roberts may make it difficult for them to stay in the car. Furthermore, the staff will not be permitted to go to car of a child calling to them. We are trying to avoid this situation.

YOU MUST WEAR A MASK WITH NO EXCEPTIONS. (Handmade masks are acceptable).

INSTRUCTIONS

Before coming to the school, all drop off items (textbooks, all other school property) should be bagged in plastic or paper bags and LABEL BAGS WITH THE STUDENTS NAME AND GRADE. Make sure to return chromebooks WITH THEIR POWER CORDS. If your child has projects or items to return to any of the specials teachers, please put those in separate bags with your child's name and teacher.

Please write your child's name and grade on a paper and place it in the window of your car for easy identification. This will enable us to serve you quicker and keep the line moving.

- Enter on Pearl Street entrance. Cones will mark your path on the playground.
- Staff will motion you to a set of tables. Stay in your car until motioned out. Only one adult is permitted to be out of the car at any time.
- The first table will be labeled "Drop off", there will be plastic bins on that table. Place your already bagged items in that bin **(make sure the bags are labeled with name/grade so we know who has returned items and who hasn't)**. Staff is not permitted to touch anything from you or your car.

- You will then be asked to move to the “Pick-up” table where staff will already have your child’s belongings gathered in brown paper bags. Mrs. Spangler will have student medications to be returned at the pick-up table as well.
- Exit the parking lot onto 5th street. Please do not park your car at/around the exit and visit with others.

We **highly recommend** you leave all items received untouched for at least 3 days to prevent any possibility of spread of the virus.

If you are not able to come on this date, you may send a family member or friend, however they must have a signed note from you.

We certainly wish things were different and we wish we could all have a normal joyous last day of school. Thank you for helping us keep each other safe and healthy so that all can enjoy a wonderful summer. We are better together and pray that we will be together soon.

Many Blessings

Sally