

**DROP OFF and PICK UP INSTRUCTIONS**

**Pre-K through 7<sup>th</sup> Grades\***

**\*Eighth grade information will be sent directly to our eighth grade students/parents.**

The days and specified times are set up per class in the tables on the next page.

In order to maintain social distancing, please follow these steps:

**DROP OFF (books, binders, report cards):**

- If you have more than one child, you may use the scheduled day and time of your oldest child
- Parents are to arrive during the assigned time slot; Sylve Road entrance for lower (Pre-K–3<sup>rd</sup> grade), Thompson Road entrance for upper (4<sup>th</sup> – 7<sup>th</sup> grade)
- Parents are to drive through the horseshoe with their student’s name on a paper plate (or piece of paper) in the front windshield so the teachers/staff members can use their classroom checklist to record the names of those students and the items dropped off
- All drop off items should be organized and ready to hand off to teachers/staff members
- Parents are to remain in their vehicles in the driveway (no pullover or parking allowed to maintain social distancing), and teachers/staff members (wearing masks and gloves) will collect the items and place them on the tables
- Items will be sanitized and placed in the classrooms for later review by the teachers

**PICK UP (final report cards, end-of-year awards, and students’ personal belongings):**

- If you have more than one child, you may use the scheduled day and time of your oldest child
- Final report cards, end-of-year awards, and students’ personal belongings will be placed in labeled bags (with each student’s name)
- Parents are to arrive during the assigned time slot; Sylve Road entrance for lower (Pre-K–3<sup>rd</sup> grade), Thompson Road entrance for upper (4<sup>th</sup> – 7<sup>th</sup> grade)
- Parents are to drive through the horseshoe with their student’s name on a paper plate (or piece of paper) in the front windshield so the teachers/staff members can obtain the student’s bag and record those students’ names on their class checklist
- Parents are to remain in their vehicles in the driveway (no pullover or parking allowed to maintain social distancing), and teachers/staff members (wearing masks and gloves) will bring the student’s bag to the vehicle

*~Thank you for your cooperation~*