

Madison Elementary School

Plan for Drop-Off of School Items and Pick-Up of Student Items

Dear Madison Elementary Families:

We hope that this message finds you well and that you are having a wonderful summer break! We would like to share our district-approved plan for parents to drop off school items (library books and textbooks) and pick up student belongings (items that were left in classrooms). **The day for this will be Thursday, June 25th**, and we are going to make this as contactless as we possibly can. ****Please note that this is not a device drop-off. We will not be accepting district-issued chromebooks or hot spots at this time. Those drop-offs will be scheduled for a future date. Also, yearbooks have not arrived yet and will be distributed at a later date.**

To help expedite this process, we need to stagger pick-up times alphabetically by last name. These are the timeframes:

- **8:00-9:20 AM:** Students with Last Names beginning with **A, B, or C**
- **9:20-10:40 AM:** Students with Last Names beginning with **D, E, F, or G**
- **10:40 AM-NOON:** Students with Last Names beginning with **H, I, J, K, or L**
- **NOON-1:20 PM:** Students with Last Names beginning with **M, N, O, P, or Q**
- **1:20 PM-2:40 PM:** Students with Last Names beginning with **R or S**
- **2:40 PM-4:00 PM:** Students with Last Names beginning with **T, U, V, W, X, Y, or Z**

When arriving on **Thursday, June 25th** during your timeframe, please follow these guidelines:

1. We ask that parents arrive by car with windows and doors remaining closed throughout the process. Cars will form a single-file line in our car line and you will be directed to park alongside one of our car line numbers painted on the sidewalk. We will pull up to 10 cars at a time. Please wait to be signaled to pull up (as our normal car line works).
2. When you are in the group of cars that are ready for item drop-off and pick-up, please put your car in park. When your car is in park, please open your trunk/hatch. If your trunk/hatch does not automatically open from the inside of your car, then please use proper social distancing to step outside of your car to open your trunk/hatch. Then, please return to the driver's seat.
3. Inside your trunk/hatch, please have MES library books and/or textbooks that you are returning to the school in a plastic bag. Along with this bag, include a sheet of paper that lists your child/children's names, followed by their 2019-2020 homeroom teacher's name in **BIG, bold, dark lettering**. If you don't have any school items that you are returning, please still have this sheet of paper with the requested info in your trunk/hatch as this will help speed up the process of retrieving student items from the building.
4. A Madison Elementary employee will remove the info sheet and any bagged school items from your trunk/hatch. They will then enter the building to retrieve student items, return to deliver those items to your trunk/hatch, and close your trunk/hatch.

5. Once your trunk/hatch is closed, please do not just automatically pull away. Please wait for a Madison Elementary employee to direct you to exit. For those of you who use our car line during the school year, this will not be anything new. This is for the safety of our employees and to avoid any collisions.

A few things to keep in mind:

- Please remain patient throughout this process and we will do our best to keep the car line moving smoothly. We've never done anything like this before.
- As much as we would love to catch up with everyone, we have to maintain social distancing and keep this process running as quickly as we can. We have a lot of bags to get to a lot of people.
- If, upon returning home, you find someone else's belongings mixed in with your child's, please let me know. I will do my best to find a solution.
- If you are unable to pick up your child/ren's belongings on **Thursday, June 25th**, we will save them in the bag/s at Madison Elementary until the district has approved all schools to reopen and operate with regular hours.
- If you find yourself missing a belonging after the bag pick-up, I can only apologize for this loss.

Thank you in advance for your cooperation in this process.

Sincerely,

Jamie Golliver