Hello SPSL families,

This message is to communicate to you the plans and procedures for your family to be able to pick up your child(ren)'s supplies from the school as well as how to return to the school any supplies, textbooks, library books and materials that may be school owned.

Before Student Supply Pick Up at School:

- The personal property and educational materials for your student(s) that is/are at SPSL have been sealed in plastic bags and tagged with the students' names and homeroom numbers.
- Parents, before coming on your designated date please print your student(s) full name and homeroom number on a piece of paper no smaller than 5"x 7"
    - Parents will display this to the personnel working the parking lot.
    - Examples: "Robert SMITH, 6D" or "SMITH Robert 6D, Sara 3A, Clare KD"

Robert SMITH 6D	SMITH -Robert, 6D - Sara, 3A - Clare, KD

- School will have personnel in charge of handling supplies dropped off by families as well as bringing student supplies to families (See below for schedule and procedures on pick up and drop off below)
- **Families:** Bag up school property to return to the school. Please follow the following procedures when bagging up items to return to school:
    - Each student's items (textbooks, books from their classroom, etc.) should be placed in a separate bag labeled with the student's first and last name AND the student's homeroom number. Please do not put multiple students' items in the same bag so we can ensure items get back to the appropriate location.
    - If your student is <u>returning library books</u>, please place the library books in a separate bag labeled with the student's first and last name AND the word "LIBRARY."
    - If your student is <u>returning items to their resource teacher (such as individual readers, math manipulatives, etc.),</u> please place those items in a separate bag labeled with the student's first and last name AND the word "RESOURCE".
    - If your student is <u>returning band equipment,</u> it does not need to be bagged. Please label the equipment with the student's first and last name AND the word "BAND."
    - Bags should be tied (or sealed).

Pick Up Schedule for week of May 18th - May 22nd:

Daily Pick Up Times: **10am – 1pm** and **3pm – 6pm**

Parents with multiple students at SPSL: You can pick up and drop off all of your students supplies on just one of the days that aligns with a grade level that one of your children are in. For instance, if you are a family with students in the 2nd, 4th and 8th grades, you could choose to come on May 18th (8th grade) or May 19th (4th grade) or May 21st (2nd grade) to collect materials for all of your children. You would not need to come all three days to pick up and drop off your students materials and supplies.

- Monday, May 18th - 8th & 7th grades
- Tuesday, May 19th – 6th & 5th grades

- Wednesday, May 20th – 4th & 3rd grades
- Thursday, May 21st – 2nd & 1st grades
- Friday, May 22st – Pre-K & Kindergarten

Drop Off Procedure

- Upon arrival, notify personnel that you have school items/property to **drop off** and personnel will remove items from the car and take them into the school.

Pick Up Procedure

- Personnel working the Pick Up / Drop Off will put out orange cones in the same manner as during AM drop off in the church parking lot on the east side of the school, near the cafeteria entrances
- Parents will enter by car through the west entrance and proceed east in the same manner as normal AM student drop off.
- Parents should drive ahead and stop at the end of the drop of zone or behind the stopped vehicle in front of them.
- When approached by the personnel working, the driver will display the printed card with their family name as mentioned above. That information will be radioed to personnel within the cafeteria; the package will be located and taken out to the appropriate parent. The parent should display the printed card to the person delivering the package to ensure that the correct package(s) is/are given to the parent. Please **do not** exit your vehicle during this time. The personnel working will put your child(ren)'s materials directly into your vehicle.

Thank you for your continued patience and support for SPSL in trying to make sure that we can distribute and receive these materials while doing our very best to ensure that we limit as many risks and exposure in order to keep our entire school community healthy and safe.

SPSL Administration and Maintenance Staff