

Dear Parent(s) of **Full Distance Learning Student**,

In order to provide students with age-appropriate curriculum materials to support full distance learning, the district has arranged a procedure for parents to pick up materials that teachers have determined students will use at home to engage in lessons and the curriculum. Parents should plan to pick up these materials in the parking lot of our school building on **Thursday, November 19** at the times listed alphabetically by last name below.

In order to ensure everyone's health and safety during this pick up time, it is imperative that everyone follow the procedure and expectations below:

1. Everyone **MUST** remain in the vehicle at **ALL** times.
2. Face masks **MUST** be worn by everyone in the vehicle.
3. All traffic must flow in accordance with the map provided.
4. Stop and place your car in park at the first staff member in the parking lot.
5. Keep your window up. Drivers display a piece of paper with the child's **LAST NAME, FIRST NAME** and **GRADE** (see [template](#)) in their window for each staff member to view.
6. Slowly proceed to the distribution table and place your car in park.
7. Keep your windows in the up position. Display the sign(s) with your child(ren)'s name(s). The staff member will place the bag of materials on the table.
8. **ALLOW THE STAFF MEMBER TO WALK 6 FEET AWAY.**
9. Roll down your car window to retrieve the materials.
10. Roll your window back up and exit the school property immediately.

Last Names Ranging Alphabetically	Pick Up Time
A-D	2pm
E-L	2:15pm.
M-N	2::30 pm.
O-Z	2:45 p.m.

We recognize that some families may have difficulty picking up materials at this time. However, we are communicating this schedule with days to prepare for this pick-up to occur. We prefer

that each family pick up their own materials. However, for extreme cases, you may ask a neighbor to pick up your child's materials. A driver picking up for someone else must display separate signs for any additional children.

We know that these steps are extremely detailed, but every measure must be taken to ensure the safety of both you and our staff. While I am not permitted to be at this distribution so as not to entice socialization, please know that my heart is with all of you and I greatly appreciate your support in providing your children with these materials.

Sincerely,

Jeff Heaney
Principal