

**Clearfield Area Elementary School  
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Clearfield, Pennsylvania 16830  
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**MR. KENNETH VEIHDEFFER  
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Principal**

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### **Student Belonging Pick-Up Procedure:**

**Date:** Tuesday, May 5, 2020

**Time:** 7:00 AM to 4:00 PM

**Location:** Clearfield Elementary

### **Process Directions:**

Parent will drive around the back of the building following signs (similar to our Morning Drop-Off & Afternoon Pick-up process)

Only one parent per vehicle will be permitted access to the building

The total number of parents in the cafeteria at one time will be closely monitored in order to maintain social distancing

Parent will enter the elementary cafeteria using the corner door closest to the Drop-Off/Pick-Up sidewalk/entryway

A student Name Label will be on each bag

Bags will be organized in the cafeteria according to Grade Level & Classroom

Parent will locate & retrieve their child's bag

Parent will exit the elementary cafeteria using the corner door closest to the Drop –Off/Pick-Up sidewalk/entryway

Once parents are in their vehicles and ready to move on, another group of vehicles will pull ahead and the process will continue . . .

**\*\*Library Books and/or anything borrowed from the school (with the exception of instruments) can be dropped off in the Elementary Cafeteria at this time**

**\*\*We encourage parents to practice social distancing**

**\*\*You are required to have face coverings in place prior to entering the building**