

Parent Pickup Plan – Monday, May 18th – Wednesday May 20th, 2020

Dear Truman Tribe,

This week the teachers and I are working to prepare your child/ren's belongings for pickup schedule for May 18th-20th. We would like to share our district approved plan for parent pickup of student belongings. **The Pickup Day and hours vary based on last name.** Due to our large number of families, we need to stagger pickup times based on family Last Name. These are the timeframes:

5/18

- **8:30-10:30 AM:** Families with Last Names beginning with **A, B, or C** (47 families)
- **11:00-1:30 PM:** Families with Last Names beginning with **D, E, or F** (31 families)
- **2:00-4:30 PM:** Families with Last Names beginning with **G, H, or I** (25 families)

5/19

- **8:30-10:30 AM:** Families with Last Names beginning with **J, K, or L** (12 families)
- **11:00-1:30 PM:** Families with Last Names beginning with **M, N or O** (33 families)
- **2:00-4:30 PM:** Families with Last Names beginning with **P, Q, or R** (29 families)

5/20

- **8:30-10:30 AM:** Families with Last Names beginning with **S, T, U, or V** (50 families)
- **11:00-1:30 PM:** Families with Last Names beginning with **W, X, Y or Z** (13 families)

When arriving at on your designated day, during your timeframe, please follow these guidelines:

1. As you enter we will be greeting you and directing you to pull around to our side doors. Please drive slow and follow the signs to create a car line through our process.
2. The first set of doors will be to collect any belongings you need to return to school. (Ex. Library books, teacher materials or books)

- We will hold a trash bag up to your window to allow you to drop any belongings into the bag.
- We will seal the bag and label it for it to be returned after it safely quarantines for a period of time.
- We will ask for your student name, grade and teacher at this time as well!

3. We will then have you head to the cafeteria doors. We will have two doors (drive thru style) where you will be collecting student belongings.

- We will bring the bag of belongings to your car and hand to you through the window

4. There will be no human-to-human contact, but lots of waving, well wishes and smiles!

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.
- If, upon returning home, you find someone else's belongings mixed in with your child's, please let principal know: I will do my best to find a solution.
- If you are unable to come during your assigned time, please let me know.
- We currently have all items in the Truman Lost and Found bagged up. Therefore, if you find yourself missing a belonging, please let me know the description and I will do my best to retrieve it.

If you have any questions or concerns with this process, please let me know.

Leading & learning with a smile – Dr. Sladek