



BREAK-O-DAY ELEMENTARY

900 Sawmill Road • New Whiteland, IN 46184
(317) 535-7536 • Fax (317) 535-0817 • Voice Mail (317) 535-2025
Laura Shipp, Principal Brent Schmidt, Assistant Principal

May 8, 2020

Dear Break-O-Day Families,

We cannot thank you enough for all of your efforts to continue education while at home. The last few days are here and we want to share the specific details of our “Supply Pick-Up & Return” event. Our event will run beginning on Thursday, May 14th from 2:00pm-6:00pm and again on Friday, May 15 from 2:00pm-6:00pm.

We are working hard to exchange student belongings with school items in a timely manner while still using social distancing for everyone’s safety. For this reason, please be sure to read through these procedures to help us make this event as smooth and efficient as possible!

- Pick up times at BES are 2:00pm-6:00pm on May 14 and 15. We ask that families that are able to attend on May 14th, please come our first night. This will allow us to get the majority of our student items to families and those that remain for Friday evening will be limited. We will not be delivering or holding student items. All items must be picked up from Break-O-Day during our event, and all school materials need to be returned during this event as well.
- All families are to remain in their vehicle at all times.
- Prior to leaving your home, place any items that need to be returned to school (learning packet, library books, classroom books, Chromebooks AND chargers (Grade 5) into the trunk of your vehicle. Please write the name of your child on the covers of your learning packets.
- Please display a sign indicating student name(s). Please place this sign where staff can see it! Our staff will be using radios to call in the names of students so staff indoors can gather the appropriate materials for your child!
- When you arrive to BES, please pop open your trunk so the materials to be returned can be taken from your trunk, and your child’s personal belongings can be placed inside like a curbside delivery. This allows us to follow social distancing guidance while still getting your child all of their personal belongings.
- We will have three different pick-up locations to spread out the amount of vehicles waiting, and therefore shorten the wait time! ***Which location do you need to use?***
 - **Student Last Name A-J**--Utilize Door 11--Door nearest Tracy Road in the Bus Lot. (Please enter off of Tracy Road into the bus lot. We ask that you enter and drive on the “wrong side” of the bus lot to make your way around the round-about and end up parking your vehicle facing Tracy Road. We will want this line to form along the sidewalk and staff will be stationed at Door 11.)
 - **Student Last Name K-Q**--Utilize Door 1-- Main entry door. (Please enter the school parking lot in the main entrance and you will form a line at the round-about along the sidewalk. Staff will be stationed in the main entry near the flagpole.
 - **Student Last Name R-Z**--Utilize Door 9--Car rider door at the back of the building. (Please enter the school parking lot in the main entrance and continue to the back of the building forming a line along the sidewalk. Staff will be stationed just inside the doors at Door 9.)
 - If you are picking up materials for children with different last names, no need to worry. Just pick one location and we will get all of your needed materials in one spot!
 - Have medications in the school clinic? Need that medication before we return to school next year? If so, please email our corporation nurse, Lisa Hudson at lhudson@cpcsc.k12.in.us. She will work out details for medicine pick-up for all schools. If you do not need the medication before we return to school, it will continue to be safely stored in the BES Clinic.

On behalf of all the BES staff, we thank you in advance for your patience and understanding as we work to make this process as efficient as possible. It should run very much like our packet pick-up event. We miss all of our students and families and cannot thank you enough for your partnership in making this unique school year a success! As a great team together...WE DID IT!!

~Mrs. Shipp and Mr. Schmidt