



Date: May 13, 2020

To: Myers Elementary School Parents / Guardians

From: Dr. Terri Harpster, Principal

Subject: Parent Drop-Off of School Materials & Pick-Up of Student Materials

In an effort to collect school supplies from students and return student materials to families, we have a schedule and plan for the week of May 26, Tuesday – Friday. The guidelines and schedule are below.

Guidelines

- Parents will drive into the **Martin Street driveway** (opposite direction during school arrival & dismissal, but same direction as meal pick-up). Someone in the driveway will direct cars forward and to specific lanes.
- **Parents & children must remain inside their vehicles. The driver should wear a mask.**
- Please bring with you **school materials, EXCEPT student iPads.**
 - School materials should be placed in a **bag securely closed and labeled** with the **student name and homeroom teacher**. The driver will **hand this bag** to the teacher or aide who comes to your car.
 - iPads **SHOULD NOT** be placed in the bag with other materials being returned to school. They **will not** be collected at this time (see next bullet).
 - Students may **keep their iPads** over the summer, then bring back to school at the start of the 2020-2021 school year. All student iPads will be replaced next year with a newer model, so the current iPad will be collected in August/September. Contact the secretary at 742-2272 IF you do not want your child to keep his/her iPad over the summer. A time will be scheduled when you may drop off the iPad at Myers.
- **A member of Myers' staff** will greet parents/students in cars, place a laminated color sheet under a wiper to indicate "being serviced" and "waiting delivery." The staff member will get the grade level(s) and last name(s) of the student(s) associated with that car. That same Staff Member will **collect any school materials** the parent brought to the school, then bring **students' bagged belongings to the car.**

- While you are **not required to have students** with you, this would be an opportunity for students to see and say hello to a teacher or aide through the car windows.
- Parents may only pick up items **belonging to their own children**. If none of the times work for a family, **call the school office** (742-2272) to schedule a different time. **After** Friday, May 29th, student materials can be picked up by **appointment only**. Call the school office to schedule.

Schedule

- There are multiple times for each grade level in an effort to accommodate parents' schedules.
- If you have children in multiple grade levels, you only need to make one trip to the school. Just give the staff member who reports to your vehicle the names of all your children.
- Remember, you may only pick-up materials belonging to your children.
- Please do not bring iPads to the school to return during this time.

DATE/TIME	8:00-10:30	1:30-4:00	5:00-7:30
Tuesday, May 26	Kindergarten	Grade 1	
Wednesday, May 27	Grade 1 & Grade 2	Kindergarten & Grade 3	
Thursday, May 28	Grade 3	Grade 2 & Grade 4	*Kindergarten - 4 th Gr
Friday, May 29	Grade 4		

*If parents can make a daytime pickup slot, I encourage them to do so as we only have one evening slot, so the wait may be longer.

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