

Monroe Primary Student Item Pick Up Procedure

Dear Parents,

Sadly, it is time to get all personal items back to our students in a safe manner. We have collaborated with the Butler County Health Department to create the following plan for the primary school. The health department gave us clear guidelines to make sure we are following the Governor's orders and maintaining a safe and healthy environment. We ask that you review these procedures thoroughly so we can keep you and our staff safe.

We have set aside four days from Monday, May 18th -Thursday, May 21st for parents to pick up their student's belongings, school items, and awards at a scheduled time. We apologize for any inconvenience to families who have children in more than one grade who may have to come back at different times. We appreciate your understanding.

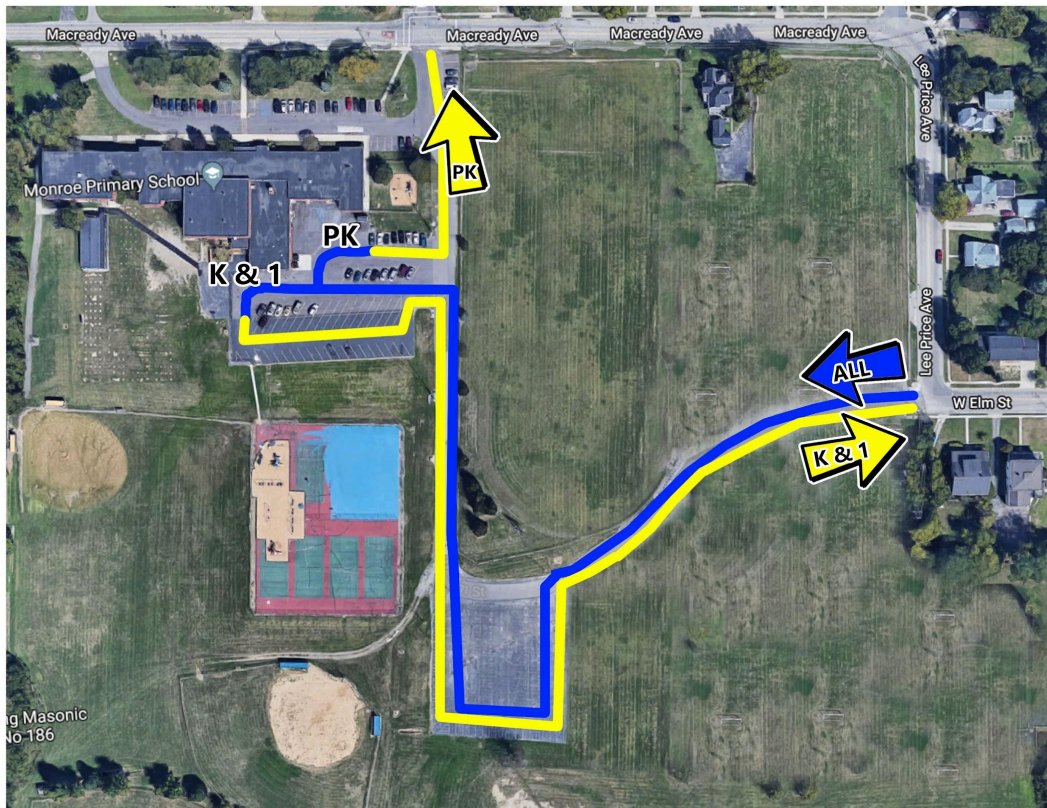
MPS Pick Up Schedule

Date:	Preschool	Preschool
	5:00pm - 6:00pm	6:30pm-7:30pm
Monday, May 18th	Fenton (am & pm classes)	Combs (am & pm classes)
	Kindergarten	First Grade
	5:00pm - 6:00pm	6:30pm-7:30pm
Tuesday, May 19th	Beck, Garber, Mickley	Dauphin, Mueller, Woodruff (O'Keefe)
Wednesday, May 20th	Austin, Gaston, Siewny	Beattie/Stanley, Carter, Strickland
Thursday, May 21st	Cornett, Wilson, Young	Dirksen, Klan, Norquist

MPS Pick Up Procedure:

- Parents will enter the pick up line off of Lee Price and follow the flow of traffic around just like parents did for car riders during regular school days.
- We ask that parents have a paper with their child's name and their teacher's name written boldly in large letters that will be held up in the car window to indicate to the teacher who is entering the parking lot. (similar to car rider numbers)

- Three teachers are scheduled at each time listed above and will be at the car rider parking lot behind the primary to pass out items to cars.
- School items will be in bags.
- Teachers will be wearing masks and gloves during the pick-up time.
- Please follow the traffic flow as the map below indicates.
- As you approach your child's teacher, please pop the trunk of your car. Your teacher will then place the bag in your trunk.
- If your car doesn't have a trunk, the teacher will walk it to the door, set the bag on the ground and walk away. Then you may open your door to retrieve your bag of items.
- Please DO NOT open your door until the teacher has moved away from the vehicle.
- We know teachers and students want to see each other. Students may wave from the car, but under no circumstances may your child get out of the car to hug their teacher. It is already breaking the teachers' hearts to end the school year this way, so your cooperation is needed.



Medication Pick Up:

Medication pick up will be in the front of Monroe Primary School in the lobby. You may pick up your child's medication either before or after you enter the car rider line during the hour of your child's pick up time. Park your car in the front of the school. The front door will be propped open. When it is your turn, walk to the entrance and state your child's name. The nurse will put your child's medication on a table in the rotunda by the front door with the medication sheet that must be signed. You will sign the form and take the medication. Pens will be sanitized after each use, but if you are more comfortable you may bring your own. If you are waiting in line, please adhere to the taped areas on the sidewalk to stay 6 feet apart. There will be a pill counter available if you would like to count the meds in the bottle.

Library Book Drop Off:

As you move through the pick up line you will see Mrs. Stevens with a cart for library book collection. Please have one person get out and place the books in the cart. Remember students may have both Monroe Primary library books, as well as Mobile Library books. There will be separate places for the books so please have them separated ahead of time to keep the car line flowing.

We want to thank you in advance for your cooperation. We will do our best to keep the flow of traffic moving at a steady pace, but please be patient with potential waiting time. It will not be easy for us to end the school year like this and not have the traditional hugs and personal interaction that our teachers miss so much! Have a great summer and we look forward to being back together in the hopeful near future! Stay safe and we will miss you!

**Sincerely,
Monroe Primary Staff**