

## Drive Through Drop Off/Pick Up Directions for Parents

Dear Parents and Guardians,

In order to facilitate the drop-off and collection of certain materials, we have designated two days in June for a Drive-through Drop off/Pick Up. The following is a list of items that will need to be returned and collected:

### **School Items to be Returned:**

- Textbooks (6th Grade)
- Chromebooks (**ONLY if your child will not be returning to PYLUSD next school year**).
- Library Books

### **Items to be Picked-Up**

- Students' Personal Items (any personal belongings left in desks/classrooms will be bagged and labeled with students' names - ready for pick up)
- Yearbooks (if applicable)
- Medication (if applicable)

In order to ensure the safety of all staff and family members, please adhere to the following directions and important social distancing guidelines from the Placentia Yorba Linda Unified School District. **KEEP IN MIND THESE DIRECTIONS ARE INTENDED TO LIMIT CONTACT. PLEASE WEAR A MASK AND DO NOT EXIT YOUR CAR.**

1. Arrive during your assigned drop off/ pick up time. Specific times are provided according to your child's grade level.

#### Monday, June 8th from 11:30AM-1:30PM-6th Grade Drive Thru Celebration

**11:30-12:00 - Last Names A-F**

**12:00-12:30 - Last Names G-M**

**12:30-1:00 - Last Names N-S**

**1:30-2:00 - Last Names T-Z**

#### **Tuesday, June 9th from 10:00AM-2:00PM**

10:00-10:50 Grade 2 and Mrs. Chung's Class

11:00-11:50 Grade 3

12:00-12:50 Grade 1

1:00-1:50 Grade 4 and Mrs. Chang's Class

#### **Wednesday, June 10th from 9:00AM- 11:00AM**

9:00-9:50 Grade 5

10:00-10:50 Kindergarten

2. Drop-off is done FIRST (library books and chromebooks)
3. For items that are being returned to school, please place each in a separate bag.
  - a. Before you arrive, please unload any items from your trunk that are not school or district property.
  - b. Only school/district items to be returned should be in the trunk.
    - i. Fill out this [form](#) and place it inside each Chromebook that is being returned. The Chromebook and charging cables should be in one SEPARATE bag.
    - ii. Library books to be returned need to be in one SEPARATE bag.

- iii. Classroom items (including textbooks) to be returned need to be in a separate bag for each teacher and labeled with the teacher's name.
- 4. On the passenger side window and back window, post a sign that prominently and clearly shows your child's teacher's name and your child's name and their. Example:

**Mrs. Smith**

- **Elizabeth Eagle**

- 5. Follow staff directions and signage for drop-off in the parking lot.
- 6. Pop your trunk when you come to a stop and are signaled by staff.
  - a. Staff will remove library books and any textbooks or school property you are returning from your trunk.
  - b. Next staff will place any items for collection in your trunk.
  - c. Please wait for a thumbs up before pulling away.
- 7. If you are picking up medication, you will proceed to the Curbside Medication Pick up Table.
  - a. Pull up directly in front of the curbside pick up table.
  - b. Staff will place your child's medication on the table in front of the driver's side window.
  - c. Simply reach out of the car window and to collect yourself.

If you have any questions about Drop Off, please contact your child's teacher or Dr. DeMark at [ademark@pylusd.org](mailto:ademark@pylusd.org)