

PWS Materials Return & Pick Up

When: 9am-12pm on the following days

<i>Last Name Begins With</i>	<i>Day & Date</i>
A-C	Monday, June 8th
D-J	Tuesday, June 9th
K-O	Wednesday, June 10th
P-Z	Thursday, June 11th

What: The following items will be returned & picked up by families.

- Return
 - Chromebooks & Chargers
 - Any text books sent home by classroom teacher (does not include math/reading journals)
 - Any library books not already returned
- Pick Up
 - your child(ren)'s items left in the classroom

Prepare Before Arrival:

- Gather classroom textbooks, library books, Chromebook, Chromebook charger
- Create an easy to read sign that will be visible in your car. On the sign include your child's first, last name and classroom teacher. If you are picking up/returning for more than 1 child please include all of their names on the sign.
- For Chromebooks being returned
 - **Place a piece of painters tape on the Chromebook with your child's full name AND ID#.** If you do not have painters tape, then a piece of paper taped with scotch tape to the Chromebook will be fine.
- For Classroom Items being returned
 - **Place a piece of painters tape or attach a piece of paper to the item you are returning with the classroom teacher's name on it and your child's name.**
- Any items you are returning to school should be placed in the trunk area of your car in order to provide a contact free drop off.

Process: (See Map Below)

1. Pull into the back parking lot and follow signs to the driveway. You will drive around the back of the school to the first station where you will drop off your Chromebook.
2. **Have your trunk area open & have your sign visible on the right side of your car.**
At the first station, a staff member wearing a mask & gloves will take your child(ren)'s Chromebook & charger from the trunk area of your car. Any library books and textbooks will also be taken from the trunk area of your car at that time as well.
3. You will then pull forward to the gym doors (schoolyard side of building) where a staff member wearing gloves & a mask will place a bag with your child(ren)'s items from the classroom in your car.
4. Proceed forward and exit through the front parking lot.

Notes:

- We know that circumstances might not allow for you to adhere to the date or times listed above. If you are unable to make your assigned timeframe, you may come to another designated day/timeframe.
- If your child is participating in the Extended School Year program (special education services) during the summer months, then you will hold onto the Chromebook & charger since ESY will be held remotely. The schools have a list of students who will be participating and we will collect those devices at the start of the next school year.

If you have any questions or concerns please contact Mr. Mitchell at mitchelld@sau25.net or the Director of Technology at doeh@sau25.net. Thank you in advance for your support.



