

May 18, 2020

Dear Split Rock Families,

I hope this letter finds you well. We certainly miss our Split Rockers but we understand the importance to continue to do our part to keep ourselves and each other safe.

When we left school on March 16th, we didn't know at that time we wouldn't be returning. Most students have personal belongings that they need to be picked up. This may include school supplies, clothing, medication for some students, and gym clothes for our Grade 4 and Grade 5 students. Additionally, library books and musical instruments (that need to be repaired) may also need to be returned.

To ensure social distancing, please see the information below regarding the process of how to retrieve these items.

Please plan to come to the school to pick up students' belongings at the designated time shown in the attached chart. **Please note that this is designated alphabetically by the student's last name, not grade level.** If you have children with different last names in your household, you only need to come once.

To ensure smooth traffic flow and procedures adhere to the safety guidelines bulleted below.

- **Please ENTER at the TOP of the BUS LOOP** as there will be a **ONE-WAY traffic flow** (see map).
- Pull up to the designated table or check-in area (this will be clearly labeled). Please stay in your car.
- Give the staff member the student's first and last name as well as his/her teacher.
    - We will then radio in and have a runner bring out the student's belongings which will be in a paper bag.
        - Please note: The classroom teachers will have bagged the student's belongings the week prior using masks and gloves throughout the process.
    - Library Books: For those returning library books we ask that you have them ready to be handed over and give them to the "runner" upon receiving your items.
    - Instruments: For instruments that need to be turned in for repairs, please follow the same process as library books. Mr. Muldoon, Mr. Stachnik and Mrs. Mercer will be sending more details regarding this.
    - Medication: For those needing to pick up medication we ask that after retrieving your items you park in the middle of the loop in any parking spot. Please enter the building through the designated door to meet Ms. Balcourt.
- Lost and Found: After retrieving your items you may pull up closer to the main entrance. For those who need to check for lost and found items, we ask that you quickly stop and look for any items that may be yours.
- Please exit through the main entrance at the end of the bus loop (this will be clearly labeled).

*Please note all student items, as well as Grade 4 and Grade 5 PE locker items, have been collected and distributed in the appropriate student bags!

Sincerely,

Matthew Kimpland

Matthew Kimpland

If you are unable to come to the school at the time posted in this chart, please contact me via email (mkimpland@westgenesee.org)or by phone (315-487-4656) and I will issue you an alternate time. Please let me know if you have any questions. Thank you!

Split Rock Elementary Schedule For Retrieval of Personal Belongings

Monday, June 1st	Time	Tuesday, June 2nd	Time	Wednesday, June 3rd	Time	Thursday, June 4th	Time	Friday, June 5th	Time
A	8:00	Di - Dw	8:00	Jes - Ke	8:00	Pe - Pu	8:00	Wor - Z	8:00
Ba	8:30	Ea - Ew	8:30	Ki - Kle	8:30	Q - Re	8:30	TBD	8:30
Be-Bl	9:00	F	9:00	Kli - Lu	9:00	Ri - Ry	9:00	TBD	9:00
Bo-Br	9:30	Ga - Go	9:30	Ly - Mac	9:30	Sa - Sc	9:30	TBD	9:30
Bu - Car	10:00	Gr - Gu	10:00	Mad - Mc	10:00	Se - Sm	10:00	TBD	10:00
Cas - Col	10:30	Ha - He	10:30	Me - Min	10:30	Sp - Sw	10:30	TBD	10:30
Con - Cu	11:00	Hi - Ho	11:00	Mit - Ne	11:00	Ta - Tu	11:00	TBD	11:00
Da - De	11:30	Hu - Jen	11:30	O - Pa	11:30	Ve - Woo	11:30	TBD	11:30

