

**PINES LAKES ELEMENTARY SCHOOL
STUDENT BELONGINGS PICK UP**

The last day of school is quickly approaching. With this in mind, we have scheduled a day and time for you to drive through and pick up your child's belongings. For scheduling and safety reasons we will have a one-hour window of time for each grade level starting the week of May 26th.

Please keep the following procedures in mind for this process:

- Pay special attention to the schedule for the day & time of your child's grade level. If you have multiple children at PLE, we will do our best to provide you all belongings at the same time. We prefer you come during the assigned time of the youngest child's grade level.
- Vehicles will enter the bus loop off Johnson Street.
- Masks must be worn by the occupants of the vehicle in order to enter the bus loop.
- Students and parents must remain in their vehicle.
- Use your carpool sign or place a sign with your child's name in the window of the vehicle.
- School staff will be at the gate to relay the name of your student to staff inside.
- Open your trunk & staff will place a bag with your child's items inside and close the trunk.
- You will only be allowed to pick up your own child's belongings.
- Please proceed through the bus loop quickly to allow the traffic behind you to move forward.
- Student medicine in the clinic will be available for pickup at the front office. You will need to park in the front lot and call the office to let us know you are here. Bring your photo ID.

Thank you in advance for following these guidelines. As always, should have any questions or need assistance, please let us know.

SCHEDULE FOR PARENT PICK-UP OF ITEMS:

TUESDAY, MAY 26: 9-10 VPK & Specialized PreK
11-12 Intensive PreK

WEDNESDAY, MAY 27: 9-10 Third grade
11-12 First grade

THURSDAY, MAY 28: 9-10 Second grade
11-12 Kindergarten

FRIDAY, MAY 29: 9-10 Fourth grade

TUESDAY, JUNE 2: 10-12 Fifth grade
(coordinated during drive-by parade)