

Dear Parents,

I hope this email finds you and your family well. Currently, we are ready to make sure all students get their personal belongings back to them. The following procedure will be used to make this happen. We are asking that you place the name of your student and teacher's name in your front window of your car so it is visible to the teachers, as you drive through the car line. You will drive through the parking lot on the west side of the campus up to your child's teacher. We will have traffic flowing into the parking lot the same as we do for drop off and pick up during the regular school year. Please proceed to your child's teacher, stay in the line, to receive your child's belongings. We ask that you bring your patience, as your child's teacher may be the last one and you will have to wait to get to that teacher. Unfortunately, due to traffic concerns and honoring people's time, this will not be a time to stop and have conversations. Our teachers will be wearing masks and gloves and will place the items in the trunk/back of your vehicle in order to stay within the CDC guidelines, so please stay in your car.

**If you have any items to return to school (library books safety patrol belts – please have them in the truck/back of your car and your child's teacher will take them out to be returned.*

**Laptop computers will not be returned at this time, unless you are moving out of Broward county and will not return to a Broward county school for the 2020-21 school year*

Tuesday 5/26	PreK/InD 9:00-10:30 AM	Kindergarten 11:00-12:30 PM
Wednesday 5/27	First 9:00-10:30 AM	Second 11:00-12:30 PM
Thursday 5/28	Third 9:00-10:30 AM	Fourth 11:00-12:30 PM
Friday 5/29	Fifth 9:00-10:30 AM	

Because teachers will ONLY be on campus during their designated day/time, as per their grade level, please only come during your designated day and time. Coming early or on a different day will not allow you to pick up your child's items. With 1,041 students, the schedule is important to follow so all students get their belongings – thank you for only coming during your designated day and time.

We look forward to being able to see all our families and wish them a happy and safe summer, at a safe distance.

Due to construction starting in our main office in June, if you are unable to pick up your child's items on the scheduled day and time, you can receive the items once the school is open again. We will send out that information as soon as we have it.