FOWLERVILLE COMMUNITY SCHOOLS
H. T. Smith Elementary

May 22, 2020

Dear Parents and Guardians,

This certainly has been an interesting year, hasn't it? As we rapidly approach the end of the 2019-2020 school year, please know we care about you and your child and will continue to reach out. Thank you for responding to our emails, voicemails, and texts. We want to provide as much support as we can during this emergency school closure.

This week, staff members were allowed in the building to pack up your child's belongings as well as prepare for the summer break. You will see cars in the parking lot, but please know we are following strict district social distancing guidelines. As much as we would like to say HELLO, we are not able to accept any visitors who are non-building employees.

At this time, I would like to share our plan for parent pick up of student belongings. The pick up day will be Monday, June 1 between 9:00am - 3:00pm. Due to the large number of families, **we need to stagger pickup times based on family Last Name**. These are the timeframes:

9-10am	10-11am	11-12am	12-1pm	1-2pm	2-3pm
A B C	D E F	G H I J	K L M	N O P R	S W T X V Y

When arriving on June 1 during your timeframe, please follow these guidelines:

1. We ask that parents arrive by car, with windows and doors remaining closed throughout the process.
2. Please make a sign for your right windshield window with:
    a. Your family's Last Name in BIG, **bold, dark** lettering.
    b. Include your child's teacher name.
    c. A RED star if you have medicine that needs to be returned. Contact the office before May 29 if you are planning to pick up your child's medicine.
3. Cars need to follow these directions to create a car line in the appropriate areas. We plan to have direction signs and cones to direct you. THANKS IN ADVANCE FOR YOUR PATIENCE!
    a. Kindergarten- DOOR 5 AREA: Enter the front lot and make a quick left. Proceed through the parking lot to door 5 by the Kindergarten area.
    b. First Grade- DOOR 1 AREA: Enter the front lot and proceed to Kiss n Go lane.

c. Second Grade-DOOR 11 AREA: Turn left at the stop sign into the bus lot. Enter the staff parking area through the north.

4. If you have multiple children in this building, please plan to go to the appropriate areas to retrieve their items.
5. When you are within range of the pick up area, please open your trunk. If your trunk does not open automatically from the inside of your car, please use proper social distancing to step outside of your car and be prepared to use gloves to open your trunk. Then, please return to the driver's seat and proceed with caution.
6. An employee will view the sign in your windshield, walkie talkie the names to an employee within the building who will collect your child's belongings and deliver the bag/s to your trunk.
7. There will be no human to human contact.
8. If you have any library books to return to the school, please have those ready to go, already in your trunk in a labeled bag (Smith Library books). When the employee delivers the bag to your trunk, s/he will remove the properly marked bag of library books and close your trunk.
9. Once your trunk is closed, please proceed with caution.

A few things to keep in mind:

- Please remain patient throughout this process and we will do our best to keep the car lines moving smoothly.
- If, upon returning home, you find someone else's belongings mixed in with your child's, please let us know and we will do our best to find a solution.
- If you are unable to come during your designated time, please let me know. gibsonk@fowlervilleschools.org.
- If you are unable to pick up your child's belongings on June 1, we will save them in the bag until the district has approved all schools to reopen and operate during regular hours.