

## Plan for the Return of Student and School Items

Hello TES families,

We hope you and your family are well and in good health. To prepare the building for summer closure, we have arranged for pick up and drop off of student items on **Monday, June 15th**. As adopted by the Board of Education last night, **Friday, June 12th**, will be the last day of school for our students. We hope that you have a happy and healthy summer and we cannot wait until we get to see you all again.

### Items available for pickup may include:

- School materials in each student's desk/cubby and classroom
- Yearbooks *(for families who have previously purchased a Yearbook)*
- Clothing/shoes left behind in each student's classroom
- Medications/inhalers (please contact Nurse McGreevy at [rmcgreevy@lansingburgh.org](mailto:rmcgreevy@lansingburgh.org) by 6/11 in order to ensure your child's medication/inhaler will be ready for pickup)

All items will be collected in a large plastic bag to be distributed to families at pickup.

### At the same time, we will collect all school property.

#### At each station, families will be asked to drop off the following items:

- Chromebooks & chargers
- Library books

We have established organized protocols for the pickup and drop off of the items listed above. **Pickup times will be based on student grade level.** For families with more than one child at TES, your children's items will be picked up at the time of the OLDEST child attending Turnpike Elementary. **If you miss your grade level drop off/pick up time, please arrive during the Open Pick up time.**

### Pickup Date and Times for each Grade Level - **Monday, June 15th**

<i>Drop off and Pick up Times</i>	<i>Grades</i>
<i>8:00-9:30</i>	<i>EPK/UPK</i>
<i>9:30 - 11:00</i>	<i>Kindergarten</i>
<i>11:00 - 12:30</i>	<i>1st &amp; Miron, Ascioti and Kulzer</i>
<i>12:30 - 2:00</i>	<i>2nd</i>
<i>2:00 - 3:00</i>	<i>Open Pick up</i>

**\*If you have children at multiple grade levels, let us know when you get to TES and we will get all of their belongings at once.**

*Please see next page for our pickup procedure*

### **PICKUP PROCEDURES**

1. Enter the bus loop from New Turnpike Road on the left side of the building.
2. Follow cones and park at designated parking spots.
3. A staff member will come to your window and ask you for the last name of your child(ren) and the name of their teacher(s). At that point, you can hand any library books and Chromebook with a charger to the person attending to your car.
4. We will then get your supplies from the gym and bring them back to your car. If you could pop your trunk, we could avoid handing anything directly to you. Please do not get out of your car for any reason.