

Dear East Dover Parents,



This week the teachers and I are working at East Dover to prepare your children's belongings for pickup next week. While you will see cars in the parking lot, please know that we are following strict district social distancing guidelines provided to us by our District Nurse and Buildings and Grounds Department. As much as we would love to say *HELLO*, we are unable to accept any visitors who are non-district employees.

Looking ahead to next week, we would like to share our district approved plan for parent pickup of student belongings. The Pickup Days will be Wednesday, May 20th and Thursday May 21st between 9am and 3pm. Due to our large number of families, we need to stagger pickup times based on classrooms.



These are the timeframes:

		<u>Door # 1</u> <u>Main Office</u>	<u>Door # 33</u> <u>Side Parking</u> <u>Lot/Cafe</u>	<u>Door # 17</u> <u>Back Circle</u>
May 20th	9:00	Christopher	Leccese	Holzapfel
	10:00	Gmitter	Cassidy	Dean
	11:00	Lomer	Frantantoni	Pokorny
	12:00	Kozlik	Clayton	Maritz
	1:00	Boyer	DeBari	Sochacki
	2:00	Becella	Cartnick	Ciandella
	3:00	Gabriel	Rosa	Ardis
May 21st	9:00	DeLuca	Pinheiro	Conboy
	10:00	Gullace	Nolin	Congilose
	11:00	Wujciak	LaPlaca	Naecker
	12:00	Mascera	Wilbert	LoGrasso
	1:00	Luteran	DiMeo	Kruger
	2:00	Oizerowitz	MacIntyre	Duke

PLEASE DO YOUR BEST TO BE ON TIME!!

When arriving on Wednesday and/or Thursday during your time frame, please follow these guidelines:

1. We ask that parents arrive by car, with windows and doors remaining closed throughout the process. If you are walking please remember to keep socially distant and wear the appropriate facial covering.

2. Please make a sign for your **RIGHT (passenger)** side windshield window with:

The **LAST NAME** of the child whose belongings you are picking up in **BIG, bold, dark lettering**.

3. Cars need to follow these directions to create organized Car Lines around the East Dover Campus:

- Door # 1- Enter East Dover Campus off of Vaughn Avenue and stay to the right driving up towards the Main Entrance , Door # 1. Obtain Materials and Exit to Vaughn Ave.
- Door # 33- Enter East Dover Campus off of Vaughn Avenue and stay to the left. Make the first left into the parking lot and head towards the cafeteria. Door # 33 faces the Parking Lot. Obtain Materials and exit to Vaughn Ave.
- Door # 17 - Enter East Dover Campus via Dunedin Street and proceed to the Stop Sign. Door #17. Exit out towards Dunedin Street.

4. The pickup stopping point for cars is at table in front of door numbers **1, 17,** or **33**.

5. When you are within **3 cars** of the table, please have your **trunk open**. If your trunk does not automatically open from the inside of your car, then please use proper social distancing to step outside of your car, and open your trunk. Then, please return to the driver's seat and **proceed with caution**.

6. An East Dover employee will view the sign in your window, and obtain your child's materials. They will place the material in your trunk making this a **no contact delivery**.

8. If you have any **East Dover library books** to return to the school, please have those ready to go, already in your trunk in a **labeled bag (i.e. "EDE Library Books")**.

9. If you have any borrowed **East Dover band or string instruments**, please label them with your **name, teacher, and homeroom number**.

10. At that time an EDE employee will put the bag/s of your child's belongings in your trunk, collect any properly marked bags of East Dover library books, labeled instruments and close your trunk.

11. Once your trunk is closed, please **proceed with caution and exit the campus**.

A few things to keep in mind:

- Please remain patient throughout this process and we will do our best to keep the Car Line moving smoothly.
- If, upon returning home, you find someone else's belongings mixed in with your child's, please let the main office know.
- If you are unable to come during your assigned time, please let the main office know.
- If you are unable to pick up your child/ren's belongings on the scheduled date, we will save them in the bag/s at East Dover until the district has approved all schools to reopen and operate with regular hours.

If you have any questions or concerns about this process, please let the main office know.

Sincerely,

Matthew H. Gray and JoAnn Nocera