



NORTH DOVER ELEMENTARY SCHOOL

Colleen McGrath, Principal
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Parent Pick-Up Plan – Wednesday, May 27, 2020

9-10 AM (K)	10-11 AM (1st)	11-12 PM (2nd)	12-1 PM (3rd)	1-2 PM (4th)	
301-(23)	405-(24)	408-(17)	425-(26)	411-(22)	
302-(24)	401-(24)	407-(18)	423-(25)	415-(21)	
304-(23)	402-(24)	406-(19)	422-(26)	412-(17)	
403-(7)		202-(18)		409-(9)	
77	72	72	77	69	

Dear Pirate Parents:

The teachers and I are working at North Dover to prepare your child/ren'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 Day' will be Wednesday, May 27th, between 9am and 2pm.** We will need to stagger pickup times in order to maintain traffic safety and social distancing regulations. These are the timeframes:

- **9:00-10:00 AM:** K Rms 301/ 302/ 304/ 403- (77 students)
- **10:00-11:00 AM:** Gr1 Rms 405/ 401/ 402 - (72 students)
- **11:00-12:00 PM:** Gr2 Rms 408/ 407/ 406/ 202 (72 students)
- **12:00- 1:00PM:** Gr3 Rms 425/ 423/ 422 (77 students)
- **1:00-2:00 PM:** Gr4 Rms 411/ 415 / 412 (69 students)

When arriving on Wednesday 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 side windshield window with:

-Your **Child's Last Name / Classroom Number or Teacher's Name/** in **BIG, bold, dark lettering.**

- If you are picking up **medicine** from the nurse, please **place a BLUE Heart on your sign**

- Please note that any medicine that was in the office of Nurse Millie Marella will be placed in your trunk by Mrs. Marella.

3. Cars need to follow these directions to create a car line:

- Enter North Dover via Church Road entrance, turn left into the first parking lot entryway (toward white shed) and remain in one lane; Continue west around parking spots. You will now be facing the playground area.
- Proceed toward 'backdoors' making 2 ferry lane lines within the orange cones between Door 17-17a.
- Do not park in a parking spot or cross through any parking spots with your vehicle.

4. The pickup stopping point for cars is at Door 17a at the single large orange cone and a North Dover employee nearby.

5. Once you are within the cones, 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 please be prepared to use gloves to open your trunk. Then, please return to the driver's seat and proceed with caution.

6. A North Dover employee will view the sign in your window, walkie talkie your name and classroom number/teacher's name to an employee within the building who will collect your child's belongings and deliver the bag/s of belongings to your trunk. The nurse will place any medication in your trunk as well.

7. There will be no human-to-human contact.

8. If you have any North Dover library books to return to the school or items specifically belonging to your child's teacher, please have them already in your trunk in a labeled bag for removal by a North Dover employee (i.e. "North Dover Library Books" "Mrs. McGreevey").

9. A North Dover employee will put the bag/s of your child/ren's belongings in your trunk, collect any properly marked bags of North Dover library books, and close your trunk.

10. Once your trunk is closed, you will be directed by a North Dover employee to proceed with caution out of the parking lot.

11. We will be following a similar pickup procedure on or around June 10th for both yearbook distribution for the 5th grade pick up of belongings, tee shirts, awards, and other items. Please save your family sign if you ordered a yearbook or have a 5th grader.

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 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 Wednesday, 5/27, we will save them in the bag/s at NDE 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,

Ms. Colleen McGrath, Principal

Mrs. Dina O'Donnell, Supervisor of Instruction