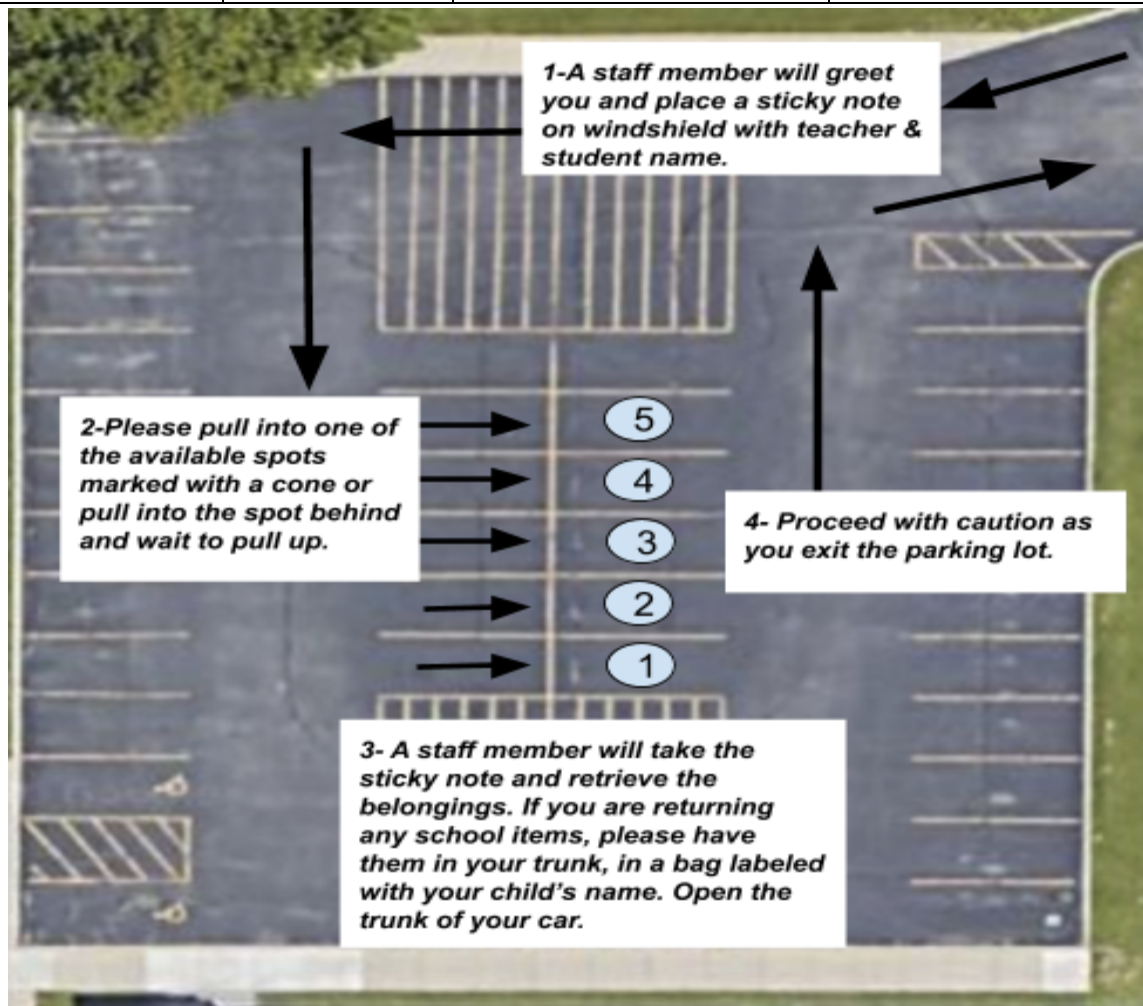


May 20, 2020

Dear CHES Families,

The teachers have been working hard to prepare your child(ren)'s belongings for pick-up. Below please find the schedule for parent pick-up of student belongings and returning of school items.

Grade:	Date:	Time:	Location
5	June 12	10:00-12:30 pm (<i>following the Moving Up Drive Thru ceremony</i>)	CHES Staff Parking Lot
UPK/K & Schmitt	June 12	1:30-3:30pm	
4 & Klump	June 15	9:00-11:30am	
1 & Horn	June 15	12:30-3:00pm	
2 & Wood	June 16	9:00-11:30am	
3 & Farino	June 16	12:30-3:00pm	



When arriving on your scheduled day and time, we ask that you follow the below procedures:

1. Please arrive by car and remain inside of your vehicle the entire time.
2. When you pull into the staff parking lot off of Gilmore, please wear a mask and roll the window down just enough to state your child's name and teacher.
3. The staff member will record on a sticky note and place it on your windshield.
4. Please proceed with caution into one of the parking spaces marked with a cone.
 - a. **If all of the spaces are taken, wait patiently until one becomes available.**
5. A staff member will take the sticky note and retrieve your child(ren)'s belongings.
6. If you have any school items that need to be returned (library books, textbooks, etc), put them in a bag and label with your child's name and place in the **trunk of your car**.
7. We will also **collect any school-issued chromebooks** at this time.
8. **Open the trunk of your car** (if your car does not automatically open from the inside of your car, please use proper social distancing to step outside and open your trunk).
9. The staff member will place your child's belongings into the trunk of your car and retrieve any school items.
10. Close your trunk and proceed with caution as you exit the parking lot.

We thank you in advance for your patience during this process. We will do our very best to keep the cars moving as safely and quickly as possible. If you are unable to pick up your child(ren)'s belongings on the scheduled day and time, please contact the office and we will do our best to accommodate you.

As always, we appreciate your ongoing support as we continue to navigate through this very unique time.

Sincerely,

Marcie Pascual
Principal

Jason Jackson
Assistant Principal