

Eden Hall Upper Elementary School

Dear Parents and Guardians,

Thank you for the work you have done over the past several weeks to support your child's learning at home. You have done an amazing job in such a short period of time. As we enter the final few weeks of instruction, I know many of you are worried about securing items that may still be at school. Keeping that in mind, we have worked to develop a plan that ensures that personal belongings from lockers may be retrieved and library books can be dropped off, all within social distancing guidelines.

In order to facilitate a safe pickup and drop off of materials, we will utilize the following guidelines.

Procedures for collecting items from Lockers/Classrooms:

- The building will be open during the hours 8:00 a.m. - 3:00 p.m. and students/parents will only be admitted using the schedule seen below (on the following page). This keeps everyone safe!
- **Parents and children must wear masks, gloves are encouraged and all visitors must be feeling well and healthy when they come to gather items.**
- Due to social distancing guidelines, we are asking you to limit your visit to one (1) parent/guardian, along with the student. Please enter the building through your designated door (identified below).
- When entering the building, we ask that you move directly to your biome using the schedule below. Please note, **Wednesday, May 20; Thursday, May, 21; and Friday, May 22** are to be used specifically for families with only **1 student in the building**. **Tuesday, May 26 is designated for families with 2 or more students in the building**.
- Classroom doors will be propped open during this time and there will be limited staff to assist with this process
- Instructional materials (Chromebooks, textbooks, etc.) **should NOT be returned at this time**. These dates are simply to be used to retrieve items and return library books.
- Students may retrieve items from their lockers and/or classroom (desks/bins) and should immediately exit the building after retrieving all personal items
- Restrooms will not be available in any section of the building
- Information regarding yearbook distribution, Science Olympiad Shirts (Grade 4 only) and collection of art projects will be provided at a later date

Returning Library Materials:

- Book carts will be available directly inside each entrance

- Place any “checked-out” books that you are returning in the carts
- Books will be quarantined for a period of time and scanned in at a later date

	Wednesday, May 20	Thursday, May 21	Friday, May 22	Tuesday, May 26
8:00-9:00	Forest/Grasslands 4 <i>Last Name A-H</i>	Forest/Grasslands 5 <i>Last Name A-H</i>	Forest/Grasslands 6 <i>Last Name A-H</i>	Family with siblings <i>Last Name A-D</i>
9:00-10:00	Forest/Grasslands 4 <i>Last Names I-P</i>	Forest/Grasslands 5 <i>Last Names I-P</i>	Forest/Grasslands 6 <i>Last Names I-P</i>	Family with siblings <i>Last Name E-H</i>
10:00-11:00	Forest/Grasslands 4 <i>Last Name Q-Z</i>	Forest/Grasslands 5 <i>Last Name Q-Z</i>	Forest/Grasslands 6 <i>Last Name Q-Z</i>	Family with siblings <i>Last Name I-L</i>
12:00-1:00	Aquatics/Desert 4 <i>Last Name A-H</i>	Aquatics/Desert 5 <i>Last Name A-H</i>	Aquatics/Desert 6 <i>Last Name A-H</i>	Family with siblings <i>Last Name M-P</i>
1:00-2:00	Aquatics/Desert 4 <i>Last Names I-P</i>	Aquatics/Desert 5 <i>Last Names I-P</i>	Aquatics/Desert 6 <i>Last Names I-P</i>	Family with siblings <i>Last Name Q-T</i>
2:00-3:00	Aquatics/Desert 4 <i>Last Name Q-Z</i>	Aquatics/Desert 5 <i>Last Name Q-Z</i>	Aquatics/Desert 6 <i>Last Name Q-Z</i>	Family with siblings <i>Last Name U-Z</i>

*****Forest/Aquatics will enter through door E (located in the front of the building)**

*****Grasslands/Desert will enter through door B (located in the front of the building)**