

Dear Parents:

As we departed campus abruptly, we are in the process of gathering information from you about school supplies (PS/ES) and personal belongings that were left in classrooms and/or lockers. We request you to complete this form (three students' information is allowed per division on each form):

- [PS School Supplies & Personal Belongings](#)
- [ES School Supplies & Personal Belongings](#)
- [MS Personal Belongings](#)
- [HS Personal Belongings](#)

We ask that you please complete these forms by Friday, June 12. *If no form is completed, supplies/personal items will be donated to the Hogar.*

Please review the Biosecurity Rules for entering campus [ENGLISH](#) & [SPANISH](#) and please note this will only be allowed for the pick up of school supplies & personal items and drop off of CNG Materials and donations once approved by the Colombian government authorities - likely after June 15.

Once allowed, please note that school supplies & personal belongings will be available for pick up by parents from campus (Main Gate only) with parking in the Main Gate area - entrance north on the Circunvalar - Parking 1. This will be the only location allowed for drop off of all CNG materials that need to be returned to classrooms, libraries, etc. All Biosecurity Rules will need to be followed for either of these processes and we thank you for your understanding.

We plan to have large, clear plastic bags with zip ties available at the Main Gate along with stickers. We ask each family to place the CNG Materials in these bags and seal them with a zip tie. As well, please place a sticker on the outside that indicates the level(s): PS, ES, MS, HS. This will greatly help us in the inventory process.

As we are all spending most of our time at home lately, we would like to remind our generous CNG community how important all donations are for the Fundación Hogar Nueva Granada's second-hand shop. *Why not take some time to do some spring cleaning?* El Ático serves the entire FHNG community as well as our CNG General Services workers so they may purchase all sorts of items in good condition at very reasonable prices. Proceeds from these sales in turn help sustain our sister's school's operations. When allowed, please drop off items (household items, clothes, CNG uniforms, shoes, kitchenware, books, etc.) at the FHNG donation box located at CNG's Main Gate. Thank you!

We thank you for your help and assistance as well as patience as we hear of the date when school supplies & belongings can be picked up and CNG can receive books and materials for inventory and gather items for the Fundación Hogar Nueva Granada's second-hand shop, El Ático. If you have any questions about the above, please contact the administrative assistant at your building.

Warm Regards,

Learning and Teaching Leadership Team