



### Pick up/Drop off Details

Please follow these guidelines when picking up and dropping off materials at your designated time, by last name. All pick up and drop off will be no contact. Please do not exit your cars, we will take any materials from you and place your bags in your cars.

#### PreK Only

- **If you only have a PreK 3 or 4 student (no students in K-7) pick up will be at the Gleeson Building.** Drive-through pick up will be at the northwest corner of Columbian and Greenfield Aves (near the stairs). Staff members will come to your car with your child's bag, please do not exit your car.

#### Wednesday, June 3rd

8:30 am - 11:00 am, all families

#### PreK-7 Families

- Please place any books or materials in bags as follows
  - Separate by grade and mark the bag by grade (i.e. last name, grade 4, separate bag, last name, grade 5, etc.)
  - Place an index card, sticky note, or paper in the inside cover of textbooks with the student name and homeroom number.
  - Library books for any level go in a separate bag from textbooks or other materials
  - **Important Message for 7th grade families: iPads and chargers must be placed in a gallon zip closure bag with the last name on the bag.**

Pick up and drop off will take place in the alley between the Frawley and Corrigan buildings. Linden Avenue will be one way heading North. Please line up along the curb and enter the alley when directed. We will have staff assisting with directions and pick up/drop off. If you are able to open the trunk/hatch of your car, please do for ease of placement. Please use caution when exiting the alley and watch for pedestrian and bike traffic on Berkshire.

#### Wednesday, June 3rd

8:30 am - 11:00 am, last names A-E

12:00 pm - 2:30 pm, last names F-L

#### Thursday, June 4th

8:30 am - 11:00 am, last names M-P

12:00 pm - 2:30 pm, last names Q-Z