

Germantown Elementary School

Schedule for Parent/Guardian Pick-Up of Student Personal Items

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| | 9:00 – 11:00 AM | Last Names A - D |
| <u>WEDNESDAY</u> 5/13/2020 | 11:00 AM – 1:00 PM | Last Names E - H |
| | 1:00 – 3:00 PM | Last Names I - H |
| | 9:00 – 11:00 AM | Last Names M - P |
| <u>THURSDAY</u> 5/14/2020 | 11:00 AM – 1:00 PM | Last Names Q - T |
| | 1:00 – 3:00 PM | Last Names U - Z |

Procedures for Pick-Up of Students' Personal Belongings – 5/12 or 5/13/2020

According to the above schedule, *if you expressed the desire to retrieve personal items from your child's teacher/classroom*, you may come to GES on your designated day and time.

NOTE – Strict adherence to social distancing guidelines will be followed and have been considered in the design and implementation of this process. At NO TIME may you exit your vehicle.

- At your designated time, enter campus via Farm Park and pull ahead into the lane closest to the school
- GES Staff will greet you in your vehicle and request the following:
 - Whether or not you have any items to return to GES (i.e.-library books, textbooks, any property of the school/SCS)
 - The name/s of your child/ren (first and last)
 - Whether or not you are due any refund/s and for what you are owed. Legal parents/guardians are the only persons that may sign for refunds
- Staff positioned within the building will locate your child's items/refunds and they will be brought to you in your vehicle.

