

## Wright Denny Parent Pickup Plan – Tuesday, June 2, 2020

Dear Wright Denny Families,

On June 1, 2020, the Wright Denny Staff will return to prepare your child/ren's belongings for pickup on June 2, 2020. While you will see cars in the parking lot, please know that we are following strict district social distancing guidelines provided to us by the Jefferson County Health Department and Jefferson County Schools. As much as we would love to meet with you, we are unable to accept any visitors.

We would like to share our school plan for parent pickup of student belongings. The pickup day will be Tuesday, June 2nd from 9:00 AM to 2:30 PM. Due to our large number of families, we need to stagger pickup times based on grade levels.

These are the timeframes:

- 8:30 - 10:00 AM: Students in Grade 3 and any older siblings
- 12:30 - 2:00 PM: Students in Grade 4 and any older siblings
- 2:30 - 4:00 PM: Students in Grade 5

When arriving on Tuesday, June 2nd during your timeframe, please follow these guidelines:

1. From Congress Street: Turn onto South Charles Street, followed by a turn onto West Academy Street, and lastly turn onto South Lawrence Street. This will enable you to pull up in our bus lane with your passenger door facing the building.

2. We ask that doors remain closed throughout the process.

3. Please make a sign for your right, side windshield or window with:

- Your child's First and Last Name in BIG, bold, dark lettering

4. When you arrive at the front of the line, please have your trunk open. If your trunk does not automatically open from the inside of your car, then please use

proper social distancing to step outside of your car to open your trunk. Then, please return to the driver's seat and proceed with caution.

5. There will be no human-to-human contact.

6. If you have any Wright Denny textbooks, library books or other materials to return to the school, please have those items in a bag, in your trunk, with your child's name on the bag.

7. A Wright Denny staff member will put the bag/s of your child/ren's belongings in your trunk and collect any properly marked bags of Wright Denny textbooks, library books, or other belongings.

8. Once your trunk is closed, please proceed with caution.

A few things to keep in mind:

- Please remain patient throughout this process and we will do our best to keep the car line moving smoothly.

- If, upon returning home, you find someone else's belongings mixed in with your child's, please let us know and we will correct the problem.

- If you are unable to come during your assigned time, please contact the school at (304)-725-2513.

If you have any questions or concerns with this process, please let me know.

Respectfully,

Chris Walter

Principal, Wright Denny Intermediate School