

Subject: Materials Collection and Distribution Plan at BWES - September 2nd

Dear Bryant Woods ES Students and Families,

In preparation for the 2020-2021 school year, we want to share information related to the collection of materials still in your possession from last year and the distribution of new materials for use this school year.

We have designated **Wednesday, September 2, 2020 from 8:00 am to 6:00 pm** as our Collection and Distribution Day. **EVERY FAMILY needs to pick up a Chromebook and instructional materials on this day.** Please use this Sign-Up Genius LINK to sign up for a time to pick up and/or drop off materials: <https://www.signupgenius.com/go/10c0d4ca4ab23abf5c16-bwes>
If you have 2 or more students attending BWES please only select one time slot for your family.

Please know that our number one priority is to ensure the safety and well-being of every student, staff and family member during this process. We ask that you adhere to the following guidelines:

1. Students and parents/guardians should remain in their cars during drop-off and pick-up of materials. Students and parents/guardians who will walk/bike to the school should also adhere to social distancing expectations throughout the process and will be directed by HCPSS staff upon arrival.
2. Students and parents/guardians must wear masks and adhere to social distancing guidelines at all times.

Items that MUST be picked up	Possible Items to Pick Up <i>(if needed)</i>	Possible Items to Drop Off
<ul style="list-style-type: none"> ● HCPSS issued Chromebooks* ● HCPSS issued Grade Level Instructional Packet and Materials <i>(does not include materials from the HCPSS 20-21 suggested school supply list)</i> 	<ul style="list-style-type: none"> ● Leftover items from student desk ● Medications 	<ul style="list-style-type: none"> ● Instrument that is no longer needed ● Borrowed materials such as library books

***Chromebooks:** Every student entering grades prekindergarten through 5th grade at BWES will be provided with a Chromebook; parents/guardians do not need to do anything to request this device. Any student who borrowed a Chromebook for spring or summer learning may continue to use that device

during the 2020-2021 school year. Even if you own a personal computer, you will need an HCPSS issued Chromebook.

Materials Pick Up

Students attending BWES in the 2020-2021 school year will pick up materials at our school. Our initial distribution plan is outlined below and we will communicate future distribution opportunities as needed.

1. One vehicle per household. Vehicle occupants must remain in their car at all times.
2. All occupants of the car are asked to wear facemasks during your turn at the drop off and pick up stations.
3. Place a sign with the name of the student/students in BOLD letters on the windshield of your car.
4. Upon arrival at the school, follow the established traffic pattern to avoid traffic backing up onto Blue Heron Lane.
5. Arrive using the main entrance into the parking lot. This process will be the same as our typical morning drop-off and afternoon pick-up.
6. All cars will go straight through to the front of the building around the bus loop.
7. The pick-up and drop off will take place under the awning in front of the school.
8. For those of you walking up to pick up items, there will be a table set up in the front of the building. Please wear your mask and stay 6 feet apart in line.
9. Medicines will not be released to anyone other than the student's parent or legal guardian. Please bring identification.

Materials Drop Off

If you have materials to return, please bring those with you to be collected. **Please put all materials in a bag with the name of the child/children and the contents of the bag listed on a piece of paper.** Materials must be returned to the school they were borrowed from (i.e. the student's 2019-2020 school). It is up to the discretion of each HCPSS school to set collection and distribution dates. All materials returned will sit for a four-day period as recommended by the Centers for Disease Control and Prevention prior to being inventoried. If your child attended a different school last year, please [go to that school's website](#) to view their collection plan. If your child attended our school last year, our collection plan is as follows:

1. One vehicle per household. Vehicle occupants must remain in their car at all times.
2. All occupants of the car are asked to wear facemasks during your turn at the drop off and pick up stations.
3. Place a sign with the name of the student/students in BOLD letters on the windshield of your car.
4. Upon arrival at the school, follow the established traffic pattern to avoid traffic backing up onto Blue Heron Lane.

BRYANT WOODS ELEMENTARY SCHOOL

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5. Arrive using the main entrance into the parking lot. This process will be the same as our typical morning drop-off and afternoon pick-up.
6. All cars will go straight through to the front of the building around the bus loop.
7. The pick-up and drop off will take place under the awning in front of the school.
8. For those of you walking up to drop off items, there will be a table set up in the front of the building. Please wear your mask and stay 6 feet apart in line.

Thank you for your collaboration in this process. If you are unable to pick up materials on September 2, 2020 please contact Kelley Powell at kelly_powell@hcpss.org. Please do not hesitate to reach out to me should you have any questions.

Sincerely,

Mrs. Kelley Powell