



## **JCS LOWER SCHOOL**

### **ITEMS EXCHANGE**

As we prepare to close out a memorable 2019-2020 school year, there are items that JCS needs to return to you as well as JCS inventory to be collected from you.

By Friday, May 22<sup>nd</sup>, you will receive a checklist of items that should be returned to JCS on the pick-up day. Please bag all of the items to be returned and attach the checklist to the outside of the bag.

**The Drop-off/Pick-up Day will be Thursday, May 28<sup>th</sup> between 9:00 am and 5:30 pm.** Due to the number of families, we will stagger pick-up times based on grade levels to say farewell to their teachers. These are the timeframes:

- 9:00-10:30 - Second Grade- Drop-off/Pick-up and Farewell
- 10:15-11:45 - Third Grade-Drop-off/Pick-up and Farewell
- 11:30-12:45- Fourth Grade-Drop-off/Pick-up and Farewell
- 12:30-2:00- Fifth Grade-Drop-off/Pick-up and Farewell
- 3:00-5:30- Sixth Grade Drop-off/Pick-up and Graduation Drive Through

Parents with multiple children in grades 2-5 can choose to pick up all at one pick up time. This must be relayed by Tuesday, May 26<sup>th</sup> to the homeroom teacher of the younger sibling as well as the older sibling indicating the desired pick-up time.

**Items to be brought:** Checklist items- textbooks, library books, athletic equipment and JCS technology. All student items will be bagged, labeled with the checklist and ready to be handed off through the window of the car or out of the trunk.

**Items to be distributed:** Yearbooks, awards, personal items, medications, etc.

**When arriving on Thursday, May 28<sup>th</sup> during your timeframe, please follow these guidelines:**

1. Drive through the back carline by the gym and pull forward to designated spots using the far-right lane only. Remain inside your vehicle.

2. Please display your carline tag (or another sign with your last name) on the right side windshield window with:

- Your family's Last Name in BIG, **bold, dark lettering**, and
- A RED Star if you have any medicine that you need returned from the Clinic.

3. A JCS employee will view the sign in your window, walkie talkie your name to an employee within the building who will collect your children's belongings and deliver the bag of belongings to your trunk.

4. Simultaneously, the drop-off items will be retrieved from your car and the checklist will be reviewed and signed off, if all materials are returned. Your teachers will be visible to wave and see you off for the summer.

5. Once the items have been exchanged, you will be able to pull forward and exit the carline.

A few things to keep in mind:

- All JCS employees will be prepared with appropriate personal protective equipment.
- Please remain patient throughout this process and we will do our best to keep the carline moving smoothly.
- If, upon returning home, you find someone else's belongings mixed in with your child's, please let the Principal know: I will do my best to find a solution.
- If you are unable to come during your assigned time, please let the homeroom teacher know and we will make alternate arrangements.

If you have any questions or concerns with this process, please feel free to call or email me.

Sincerely,

Susan  
Lower School Principal

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