

NEW BRIGHTON AREA Elementary SCHOOL

3200 43rd Street, New Brighton, PA 15066 - (724)843-1194 - www.nbasd.org

May 13, 2020

Dear Parents and Guardians,

We hope this letter finds you and your families doing well. As our school year comes to a close, we would like to inform you of the procedure we have put in place to return any personal items and medications your child left at school and for you to return any items belonging to the school that your child may have taken home with them. This does include any devices provided by the school district during distance learning.

Please see the attached schedule for your designated pick up/drop off date and time. It is imperative that you come only on the date/time listed below as your child's materials will only be out during the designated time. We will provide a make-up date/time if you cannot come on the original date.

Please note that if you have multiple children at NBES, you have one of two options. Option one is to come to the individual student's assigned time. The other option is to pick-up belongings with the oldest child's teacher. If you choose the second option you must communicate with all of the teachers involved. Report cards will be mailed home once we are sure all books, ipads, chromebooks, chargers, and fines are collected. Parents and guardians are permitted to send someone in their place to collect and drop-off items. The individuals will be expected to follow the guidelines outlined below.

Prior to arriving at school, we ask that parents please do the following:

- Make a sign with your CHILD's last name and homeroom teacher's last name and homeroom underneath it and post it on the front passenger's side windshield on your vehicle so our staff can see who is arriving. Example: Doe Teacher/103

- Gather and bag all items your child needs to return to school (textbooks, library books, iPads, Chromebooks, chargers, etc). Please label the bag with your child's name and homeroom teacher's last name.

- If possible, please place the bag in the trunk of your vehicle so that we may all maintain social distancing during this process to protect the safety of our families and staff. We will pick-up what you have for the school and place your child's belongings in the trunk.

- If your child has a medication at school it will be returned at this time. Any medications not returned during pick-up will be discarded. If you need medication arrangements please the school nurse at ekinhead@nbasd.org.

Upon arrival at school, we ask that parents please do the following:

- We are asking that girls in the class arrive in the first half hour of the designated hour for your child's class, and that boys arrive in the second half of the appointed hour (see schedule included).

- Have your sign posted on the front passenger's side windshield of your vehicle.

- Please follow staff directions and signage to your designated pick up/drop off location within the parking lot as we will do a drive-thru style pick up.

- We ask that anyone with their car window down to please wear a mask.

- We ask that you, or anyone in your vehicle, DO NOT get out of your vehicle for any reason.

- As your vehicle approaches, our staff will gather your child's bagged belongings and bring them over to your vehicle.

- We will ask you to pop your trunk so our staff can put your child's belongings in and retrieve any items your child is returning to school. Again, this procedure allows us to maintain social distancing and protect the safety of our families and staff.

- We have done our best to pack up all items correctly that belong to your child. Please understand that in some cases, items did not have names on them, for example, in shared lockers and on our lost and found table.

- Your child's teacher may be helping during distribution. This will give the students, if present, a chance to see their teacher one last time and say good-bye. Please tell your child they cannot get out of the vehicle.

We apologize in advance for any mistakes that may have been made. Please call the office if there has been a mistake. Thank you in advance for your cooperation during this unprecedented time.

If you have any questions or concerns, please email Dr. Hall at jhall@nbasd.org.

Sincerely,

Jason F. Hall
Elementary School Principal

Student Pick-Up 2020 Schedule			
		June 1	June 2
Girl	9:00 - 9:30	K1(Greco), K2 (Pasquale), K3 (Derbaum)	302 (D'Addio),303 (Schooley), 304 (Mittner)
Boy	9:30 - 10:00	K1(Greco), K2 (Pasquale), K3 (Derbaum)	302 (D'Addio),303 (Schooley), 304 (Mittner)
Girl	10:00 - 10:30	K4 (Betke), K5 (Forkin), K6 (Turnley)	305 (McNally), 306 (Mayer)
Boy	10:30 - 11:00	K4 (Betke), K5 (Forkin), K6 (Turnley)	305 (McNally), 306 (Mayer)
Girl	11:00 - 11:30	102 (Pietro), 103 (Parrish), 104 (Hill)	401(Rader), 402 (McNally), 404 (Heasley)
Boy	11:30 - 12:00	102 (Pietro), 103 (Parrish), 104 (Hill)	401(Rader), 402 (McNally), 404 (Heasley)
Girl	12:00 - 12:30	105 (Ramsey), 106 (Carson), 107 (Liberatore)	405 (Carter), Marazzi (406)
Boy	12:30 - 1:00	105 (Ramsey), 106 (Carson), 107 (Liberatore)	405 (Carter), Marazzi (406)
Girl	1:00 - 1:30	201 (Little), 202 (Bonner)	(502) Pfeifer, (503) Murphy, (504) Smith
Boy	1:30 - 2:00	201 (Little), 202 (Bonner)	(502) Pfeifer, (503) Murphy, (504) Smith
Girl	2:00 - 2:30	205 (Natali), 206 (Patterson), 207 (Ziegler)	(505)Raso, (506) Circle
Boy	2:30 - 3:00	205 (Natali), 206 (Patterson), 207 (Ziegler)	(505)Raso, (506) Circle

- If there are any questions about the above schedule, please contact Dr. Hall at jhall@nbasd.org. We will have an alternative pick-up date if needed.