

## **STUDENT ITEMS AND MEDICINE RETURN PROCEDURES**

**May 6, 2020**

**Parent(s)/Guardian(s),**

**Austell Elementary will return our students' personal belongings and student medication on Wednesday, May 13, 2020. It will be a drive thru pick up process. Student personal belongings will be given at the bus port. We are asking all drivers to enter the school from the Edith Street entrance and follow the path our school buses usually follow during the school year to come to the school. For COVID-19 safety precautions, we are asking that masks be worn.**

**On the bus port, tables will be setup by grade and teacher name. As you pull up to the curb, you will give a staff member your child's name and teacher's name and open trunk/tailgate of your vehicle. The staff member will place the bagged belongings in the vehicle (keeping a 6-foot distance). All medications will be returned at the front entrance of the school with the same procedure as mentioned in distributing student belongings.**

### **Pick Up Schedule**

**Grades K-1 (9:00 a.m. – 10:30 a.m.)**

**Grades 2-3 (10:30 a.m. – 12:00 p.m.)**

**Grades 4-5 (12:00 p.m. – 1:30 p.m.)**

**Medication Pick up (9:00 a.m. -1:30 p.m.)**

**Please let your son/daughter's teacher know if you are coming to pick up items by Monday, May 11, 2020.**