

Pine Grove Elementary School

410-887-5267

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Fax: 410-887-5268

August 24, 2020

Dear Pine Grove Elementary School Families,

In order to ensure a successful start to the school year, we recognize that there are materials that students will need in order to engage in virtual instruction. Due to the large amount of materials that will be distributed, we will not be able to accommodate distributing materials for multiple families to one person.

In order to protect yourself and our staff, please be sure to wear a face covering when you come to school. If you drive to the school, remain in your vehicle unless you are directed to exit. If you walk to school, please follow the designated signs to pick-up the materials. While at school, please remain at least six feet away from other people. Do not bring friends with you; leave elementary children at home under the supervision of other family members, if possible. Finally, if you are ill or under isolation or quarantine because of your own illness or close contact with an individual with COVID-19, please do not come to school. Please contact the school to make alternative arrangements.

The drive-through distribution site will be located in the lower, car loop parking lot. Our pick-up/distribution will be divided into three stations: **Check-in, Materials pick-up, and device distribution.** There will be staff and signage to help guide you through this process. The guidelines for each station are listed below:

STATION #1 – Check-In

- Please have the first and last name(s) of your student(s) and grade clearly written on a piece of paper. A staff person will check your name and direct you to the next station.

STATION #2 – Materials pick-up

- Families will retrieve student materials/resources.
- Remain in your car.
- If you are able to open your trunk without getting out of your car, our staff will place your child's materials in the trunk of the car. (preferred)
- If you are unable to open your trunk without getting out of your car, our staff will place your child's materials on the back seat.
- Walking families will retrieve student materials in the designated location.

STATION #3 – Device Distribution and Device Sign-On

- Families will retrieve student devices.
- Remain in your car.
- If you are able to open your trunk without getting out of your car, our staff will place your child's materials in the trunk of the car. (preferred)

- If you are unable to open your trunk without getting out of your car, our staff will place your child's materials on the back seat.
- Walking families will retrieve student materials in the designated location.

Below is the distribution schedule. In order to control traffic and the number of families on the school property, times are assigned by grade level. Families with students in multiple grade levels should come during the assigned time for their youngest student.

PGE Student Supplies Distribution Schedule

Tuesday, September 1 4:30 p.m. – 6:30 p.m. PreK - Kindergarten	Wednesday, September 2 4:30 p.m. – 7:00 p.m. Grades 1 - 3	Thursday, September 3 4:30 p.m. – 6:30 p.m. Grades 4 - 5
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It is important for all families to adhere to the distribution schedule above so students will have supplies before the first day of school; however, we understand that some families may be out of town on these dates. If your family is out of town on the above dates, contact Mrs. Richmond via email and we will plan for you to pick up supplies on September 8 between 8:30 a.m. – 11:00 a.m.

Thank you for your patience and cooperation with this process. Should you have any questions please contact me via email.

Sincerely,

Sincerely,



Diane Richmond
 Principal
drichmond@bcps.org