

Guidelines for JG Retrieval 5/21-5/22

- The parents will drive through the front loop as we do for dismissal.
 - Parents should post in front windshield, written in **dark ink so it can be read**, LAST NAME, FIRST NAME-GRADE. If you have multiple children, list each child. If you need to pick up medicine, write **MEDICINE- Child's Name**.
 - Fill up both lanes, regardless of which way you are exiting on Hobbs.
 - We will go from two lanes of cars to one lane in the circle for retrieval.
- A staff member will stop your car, make sure everyone is secure in the car, all windows shut, sunroofs/moonroof shut. They will direct you to a pick-up station in the circle.
- You will pull up in the circle. Please open your trunk/rear hatch of your vehicle. This is where the staff member will place your child's bag.
 - At this time, if you wrote "Medicine", another staff member will come to your car, and hand you the medicine through the window. Please sign the receipt and hand the piece of paper back to the staff member.
 - If you have a library book, or something else to return to the school. Please hold it out a window that is partially rolled down. A different staff member will come by with a bin for you to drop the book/item into the bin. Please no cards, etc. This bin has to be left untouched for 72 hours.
- After a staff member has placed the bag (bags if there are multiple children) and left the area, you should close the hatch/trunk. When the car in front of you has exited, you should exit the property.
- All staff that are working that shift (we are limited to how many people may work per shift) will take their temperature before arriving, wear a mask, and have gloves on.
 - We appreciate you for doing your part in keeping JG staff safe. While we would love to give end of year hugs and goodbyes that is not possible at this time. We also are not able to accept any items except for library books and other school possessions being returned and stored in bins.

FAQs:

Q: What happens if we can't come during our assigned time?

A: Student bags will be kept secure in the building. You can retrieve at a later time during the summer time. Due to making sure we keep track of the contact trail, if you come during another assigned time, we will have to ask you to drive on and retrieve the bag later in the summer. Each alpha group's bags are placed in specific areas.

Q: Can we pick up our neighbors who aren't able to come by school?

A: No, we can only return bags to families that are picking up in order to make sure we can insure the chain of custody.

Q: Do students have to be in the car?

A: No, they do not. Parents must be present to retrieve medicine. In some cases, it might be best and less confusing for students to stay at home.

Q: What happens if we are missing something in the bag?

A: You can email your child's teacher and ask about the item you think is missing. The classroom teacher is who packed up the student's bag.

Pick-Up Time	9:00-10:30	10:45-12:15	12:30-1:45	2:00-3:30	4:00-5:30
Thurs, 5/21	A-By	C-Du	E-Gu	H-Kr	L-Mu
Fri, 5/22	N-Ru	S	T-Z		