

May 7, 2020

Dear Blake families,

I hope this letter finds you all well! I have missed seeing all of the students' faces and smiles these last months, but I have enjoyed popping into some Google Meets to see them!

As we prepare for the end of the school year, I have some important information to share with you regarding student belonging pick up. **Families and students will not be permitted inside the building during this time.** Teachers will be responsible for gathering all of your student's belongings and placing them safely in a bag labeled with his/her name. This bag will be available for you to pick up during the dates and times listed below. As you prepare to come up to the school to pick up belongings, please keep in mind the following things:

- **Student belongings will be distributed using two locations.** Blake will utilize the front car loop and the bus lot to distribute student belongings.
 - Grades K-2 will use the front car loop.
 - Grades 3-5 will use the bus lot.
 - **If you have students in multiple grade levels, just pick one and go to that location.**
- **Unless absolutely necessary, only parents should be at the distribution of student materials.**
- **Please stay in your vehicle at all times.** A Blake staff member will bring the belongings and collect anything you need turned in. This could include gifts for staff members, library books, or other things which need to be returned to school.
- **Have a sign with your student's last name and Homeroom teacher visible in the front car window.** This will help our staff quickly and correctly get your belongings to you.
- **Bring library or classroom books on your scheduled day.** Staff will be collecting these as well.
- **Come to Blake at your assigned time below:**

Student Last Name	Pick up Date	Pick up Time(s)
A-H	5/26/20 (Tuesday)	9:30-11:30 and 4:00-6:00
I-R	5/27/20 (Wednesday)	9:30-11:30 and 4:00-6:00
S-Z	5/28/20 (Thursday)	9:30-11:30 and 4:00-6:00
Back up for families that have missed their day	5/29/20 (Friday)	9:30-11:30

Yearbooks, if ordered and delivered, will be in the student belonging bag as well as the final report card. Fifth grade certificates will also be in the bag, as well as 5th grade art projects. 3D sculptures (**5th grade only**) will be placed on tables outside of the school near the parking lot. You may park and go to the table to pick up your child's sculpture(s), maintaining 6 feet distance from the next person. Please do not congregate - return to your vehicle as soon as you've retrieved your child's project. Again, this is for 5th grade only.

Please help us keep our staff and families safe by staying in your vehicles and waving from a distance. We hope to be all together again soon!

Please don't hesitate to reach out if you have any questions!

Thank you,

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