



# WOODS ROAD SCHOOL

401 South Woods Road • Hillsborough • NJ • 08844-3113 • Tel: (908) 431-6600 • Fax: (908) 874-6298

JODI L. HOWE  
Principal

JAN FRASHER  
Secretary

June 8, 2020

Dear Parents and Guardians,

As we near the end of the school year, we would like to give you an opportunity to retrieve your children's classroom items. We have developed procedures for families to retrieve these necessary student items from Woods Road School. It is important to keep in mind that all safety and social distancing requirements must be maintained throughout this process. We know your time is valuable, and we want to make this retrieval process safe and efficient as we look to distribute items for five hundred students.

Woods Road School has two plans for this process depending on the weather. (See schedule for dates and times). **We understand that many of our families have multiple children attending our school, and we ask that you follow the schedule of your oldest child.** We will have runners available to retrieve your younger children's materials so that you only have to visit the school once. I recognize this is a lengthy letter, but please take the time to read the entire letter as it contains a lot of important information to help this process run as smoothly as possible. Student Chromebooks will be dropped off at another time. More information will be forthcoming from the technology department.

## **Plan 1 - Parent Drive Up**

In preparation, we have placed student items from classrooms into clear plastic bags and have labeled these bags with student names. They will be organized on tables with your child's teacher's name on them. We ask that you **remain in your car** and adhere to the following procedures during the pickup process:

- Arrive at school at the appointed time.
- Enter Woods Road School Parking lot at the main entrance closest to Hillsborough Road. Please remain in a single file car line. Pull up to the tables. A district employee wearing protective equipment will greet you.
- **DO NOT GET OUT OF YOUR CAR.**
- A district staff member (wearing personal protective equipment) will approach the passenger side of your car. Please **prepare a sign** which states the student's first and last name, teacher's name, and grade level. If you have more than one child at the school, please provide the student names, teacher names, and grade levels in descending order (for example, Donna Smith, Mrs. Finnerty's class, grade 4; Joe Smith, Ms. Schoeb's class, grade 2).

- Please alert the district employee if you have medication to pick up as this is at a separate table.
- The district employee will retrieve the appropriate bag(s) and medication and deliver these to you via the passenger window or if you can pop your trunk.
- Please proceed forward and place any library books in the boxes/bins provided.
- Once you have the student bag(s) and dropped off your library books, please pull away carefully - given the volume of students and our goal of getting everyone home and off the roads as quickly as possible, we ask that you NOT inventory the student bag(s) in the parking lot; if you discover missing items when you inventory the bags at home, please contact the school!

**Plan 2 - Parent pick up from the GYM only if there is inclement weather**

- Arrive at school at the appointed time.
- Park in every other parking spot.
- Proceed to the side parking lot to enter to the GYM (last set of double doors by green storage container)
- Practice social distancing and wait by a cone. A district employee dressed in protective equipment will assist you. Please give him/her the name of your child, teacher and grade, and any sibling(s) and teacher name. **It would be helpful if you have this prepared on a piece of paper ahead of time.**
- When cued, one adult, wearing a mask, will be asked to enter the gym (no more than 10 adults in the room at once) to proceed to the table to retrieve items.
- If you need to pick up any of your children's medication, please proceed to the Nurse's Table in the gym.
- Place library books in the box/bin marked library books. Retrieve your child's materials from on top of the tables.
- Exit the gym through the back door
- Proceed to your car and carefully exit the parking lot. Do not conjugate in the parking lot.

**Note: Any unclaimed student bags will be disposed of**

While we always love to see our students, please understand that we will not be able to have extended conversations during this retrieval process. We apologize for this in advance.

Please only ask for your child's items. In the interest of safety, we cannot allow parents to pick up items for their neighbors.

Thank you in advance for your cooperation. Please remain well! Have a wonderful summer!

Respectfully,



Jodi L. Howe, Principal

Woods Road School Schedule for Pick-Up of Student Items

<b>Friday, June 12</b>		<b>Monday, June 15</b>	
8:00	DeKranis Gr. 4	8:00	Escobar Gr. 1
8:30	Green Gr. 4	8:30	Kozimbo Gr. 1
9:00	Finnerty Gr. 4	9:00	Lloyd Gr. 1
9:30		9:30	
10:00	Finnegan Gr. 3	10:00	Barrios K/CAP
10:30	McLaughlin Gr. 3	10:30	Perreault K AM/PM
11:00	Peterson Gr. 3	11:00	Milan K
11:30	Zieziula Gr. 3	11:30	Alvarez K/1
12:00		12:00	
12:30	Kelly Gr. 2	12:30	Burton Pre-K AM/PM
1:00	Ramos Gr. 2	1:00	Honigman Pre-K AM/PM
1:30	Schoeb Gr. 2	1:30	Jordan Pre-K AM/PM
2:00	Wohlt Gr. 2	2:00	Manz Pre-K AM/PM
2:30		2:30	Reilly Pre-K AM/PM
		3:00	Tichio Pre-K AM/PM