

Parent Information
Item Pick-Up and Drop-Off Procedures and Safety Guidelines
 Tuesday, May 19th, 2020

Safety Guidelines/Expectations	Item Pick-up and Drop-Off Procedure															
<ul style="list-style-type: none"> • One Parent (or adult) only per family, if possible, at item pick-up/drop-off • Students are NOT encouraged to come, but we understand if this is unavoidable. 	<p>Please arrive at scheduled time. Sorted by last name.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><u>Time</u></th> <th style="text-align: center;"><u>Front/West Lot</u></th> <th style="text-align: center;"><u>Back/East Lot</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">8:30-9:30</td> <td style="text-align: center;">A-B</td> <td style="text-align: center;">C-E</td> </tr> <tr> <td style="text-align: center;">9:30-10:30</td> <td style="text-align: center;">F-H</td> <td style="text-align: center;">I-L</td> </tr> <tr> <td style="text-align: center;">10:30-11:30</td> <td style="text-align: center;">M-O</td> <td style="text-align: center;">P-R</td> </tr> <tr> <td style="text-align: center;">11:30-12:30</td> <td style="text-align: center;">S-T</td> <td style="text-align: center;">U-Z</td> </tr> </tbody> </table> <p>Belongings of students with different last names will be included with the older siblings' belongings.</p>	<u>Time</u>	<u>Front/West Lot</u>	<u>Back/East Lot</u>	8:30-9:30	A-B	C-E	9:30-10:30	F-H	I-L	10:30-11:30	M-O	P-R	11:30-12:30	S-T	U-Z
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	<p>Please place a sign that states your children(s) names (ALL CAPS) in your front window.</p>															
<p>Everyone on school grounds MUST always wear a mask at this time.</p>	<p>Pull through designated parking lot as directed. A traffic monitor will guide you through the process.</p>															
<p>Please always remain 6 feet apart.</p>	<p>Possible items for pickup are medication and your student's personal possessions from their desk. Please remain in your vehicle. Items will be delivered to you by staff.</p>															
<p>No students/parents are allowed in building.</p>	<p>Possible items to return include library books, district laptop and charger, classroom materials, textbooks, any other items that belong to Tavelli. If you do have items belonging to a teacher, please put them in a bag and label that bag with the teacher's name. You may drop them off in the same area as library books.</p>															
<p>Do not congregate or stop to chat with staff or other family members. Be on site the least amount of time as possible.</p>	<p>There will be designated places for you to drop these items off. Please pull forward, wait for car in front of you to pull away and place items in designated places. Quickly and safely return to your vehicle to free up space for the next parent.</p>															
<p>Do not come to school if you are sick or not feeling well.</p>	<p>If you do not have items to drop off, please wait patiently for the family vehicle in front of you to pull away.</p>															
<p>If for some reason you will not be coming to Tavelli for pick up/drop off, communicate with your child's teacher.</p>	<p>There will be staff at each station to help you along the way.</p>															