

Student Material Pick-Up Round 2:

Wednesday, September 9 and Thursday, September 10.

The schedule is on the next page.

MATERIALS DISTRIBUTION PURPOSE:

The purpose of materials distribution is to ensure that your students are prepared for remote learning for the remainder of 1st quarter.

MATERIALS DISTRIBUTION SCHEDULE:

Please adhere to this schedule as best as possible so that we can maintain social distancing and a safe environment for the distribution of our educational materials.

In order to limit the total number of people on site at any given time, times have been allocated based on grade level. If you are not able to attend at any of the below times, please call the main office.

****If you have children in multiple grade levels, please select the grade level timeframe that works best for your family.**

Grade Level/Teachers:	Wednesday, September 9 1:00-8:00pm	Thursday, September 10 10:00-5:00pm
Kindergarten: Spindler Tokarz	1:00-2:00pm	10:00-11:00am
1st Grade: Murphy Raue Rupnick	2:00-3:00pm	11:00-12:00pm
2nd Grade: Eichele Ham	3:00-4:00pm	12:00-1:00pm
3rd Grade: Bernstein Hartigan Kmieciak	4:00-5:00pm	1:00-2:00pm
4th Grade: Ambrosini Rotenberry Schmidt	5:00-6:00pm	2:00-3:00pm
5th Grade: Creegan Leschman Pociask	6:00-7:00pm	3:00-4:00pm
**Open to families who cannot make assigned grade level time	7:00-8:00pm	4:00-5:00pm

MATERIALS DISTRIBUTION PROCESSES:

Materials Pick-Up will take place in the front of the building.

1. Please enter the parking lot using the entrance located on Fifth Street.
2. Pull up as far as you can and wait in your car.
3. A staff member will come to your car, ask for the student's name and give you the appropriate grade level materials.
4. Exit by turning right onto Fifth Street.

SAFETY PROTOCOLS FOR DISTRIBUTION DAY

To maintain social distancing protocols and create a personalized experience for our families, we ask that you follow some safety protocols when you come to Dundee Highlands.

1. Please remain in your car and a staff member will approach to help you.
2. Masks must be worn at all times when engaging in the materials pick up process.
3. Students are welcome to accompany their parents as some staff members will be helping with the distribution of materials. We would love to give them a welcome wave but remember, students must remain in the car.

Thank you for your patience and flexibility as we continue to navigate remote learning. Please feel free to reach out with questions.