

Dear Spring Wood Parents/Guardians,

As we prepare for materials drop off/pick up, we ask that you please review the information below. Our goal is to make this process as smooth and safe as possible. Thank you in advance for your patience, understanding, and support.

Dates

May 26: 6th Grade

May 27: 7th Grade

June 1: 8th Grade

Time

9:00 am – 3:00 pm

Traffic Flow

Signage will be posted to assist parents regarding traffic flow. Please note that drop off and pick up will each be in separate locations in front of the Spring Wood building, as indicated by school signage.

Car Identification (Stop #1) (6th Grade Student Entrance)

Display the following on a piece of paper and place it on the passenger window.

Last and First Name

Locker number (if known)

Materials Drop Off (Stop #2) (Main Student Entrance)

We will be collecting school property items at this Drop Off area. There will be labeled bins. Please remain in your vehicle until directed by a staff member to exit your vehicle and place the materials in a designated bin. Please do not have them bagged in a manner that would prevent you from removing them quickly and easily so that staff can verify the materials being returned.

We will be collecting: library books, sports uniforms, textbooks, etc. **Please note: 6th and 7th grade students will not be returning Chromebooks at this time unless you are moving out of district. 8th grade students will return their chrome books unless they plan on attending summer school and in that case will keep them.**

Materials Pick Up (Stop #3) (District Office Entrance)

A staff member will place a bag(s) next to your vehicle. Please retrieve the bag and give a nice social distance wave.

Walking up to school

Please note that in order for this process to run smoothly, we ask that all vehicles and walk-ups enter Spring Wood campus from the correct entry driveway (Main Entrance).

Safety & Social Distancing Regulations While on Campus

- If you are sick, do not come to the building.
- Please remain in your vehicle unless directed by a staff member.
- Students will not be allowed to socialize with others or roam the school grounds.
- Please understand that due to our inability to purchase masks for everyone that we will not be able to provide a mask to visitors on these dates.
- We encourage students, parents, and staff to wipe down and disinfect belongings being dropped off and properly sanitize items brought home.

For Families That Do NOT Come In

If you have a medical reason why you are not able to come to the school to complete this process, please contact Ms. Lopez at 630-894-4042. Individual circumstances will be worked through on a case by case basis.

Contact Information for Questions

If you have any questions regarding this process, please contact Ms. Lopez at 630-894-4042 or alopez@esd20.org or Mrs. Ryba at 630-894-4043 or kryba@esd20.org. Please remember to promptly leave campus once items are retrieved/returned and follow social distancing guidelines.

Thank you for your continued support!

Warm Regards,

Mr. Jamie Pearce, Principal Spring Wood Middle School