

Ironton Families:

With our abrupt departure from Ironton in March, our staff and students have many personal belongings left in school. Please read this correspondence to learn how we will be returning these items to all our students. We appreciate your continued patience, understanding and support, as we move forward.

STUDENT BELONGINGS

Each student's desk and classroom space where belongings were located have been packed up into a bag with their name on it. We did our best to ensure we retrieved everything, but there may have been an item that was not located. If that is the case, please email your child's teacher with that item.

PROCEDURES FOR ITEM DISTRIBUTION

For the safety and wellness of you and our staff volunteering during distribution, no one is permitted to exit their vehicles. Staff members will be wearing protective masks and gloves. Distribution will be completed without person to person contact.

PREPARING TO COME TO IRONTON

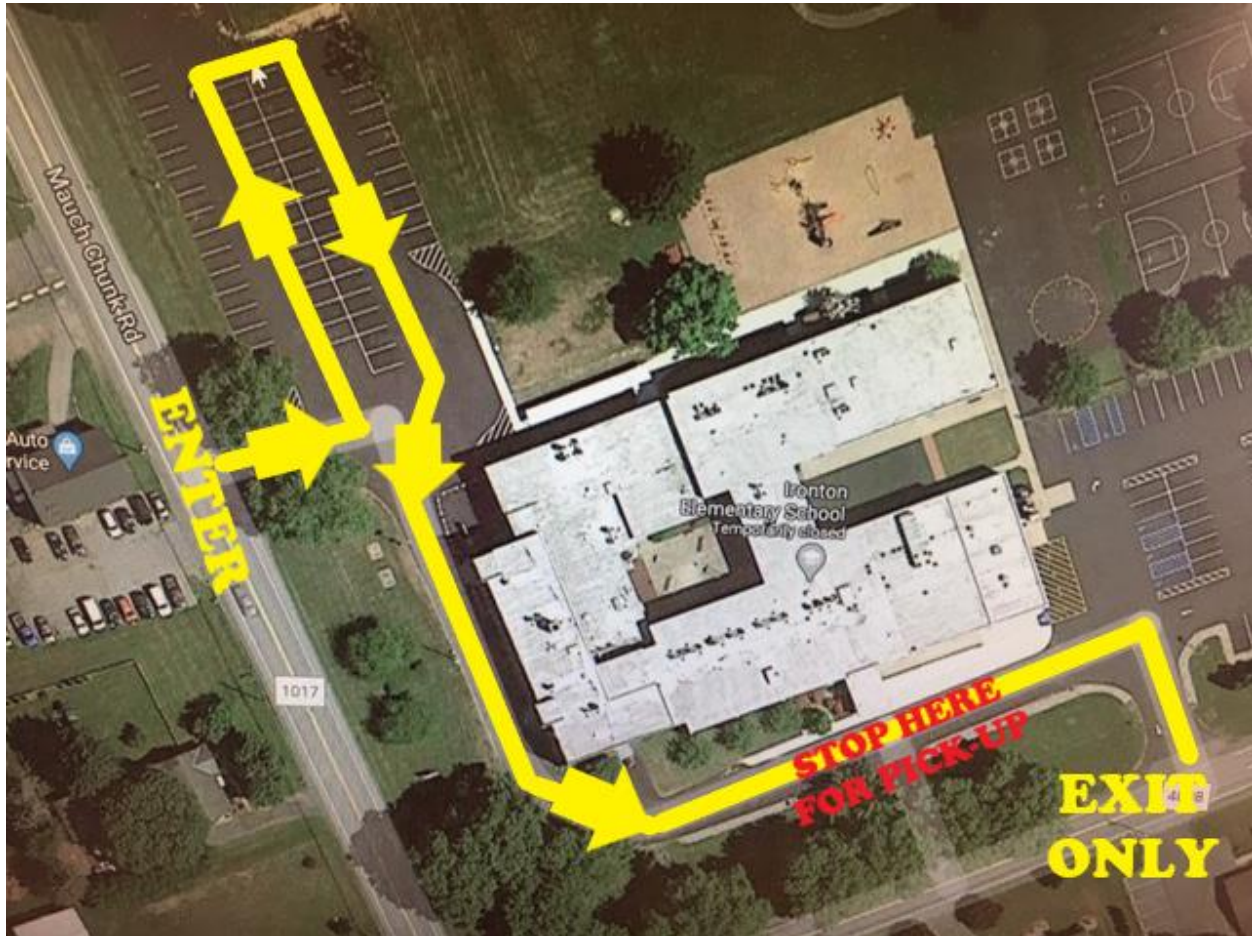
- Ensure you are arriving on your scheduled day (see schedule at the end of this message). Anyone who arrives on the incorrect day will not have their child's items returned at that time and will have to return on the communicated scheduled day. We are working to try to make this as smooth and quick as possible. Thank you for your understanding.
- On a piece of 8 ½" x 11" paper, please CLEARLY write your child's name and homeroom teacher's name. That paper should be placed on the front dashboard, driver side of your vehicle.
- Also, any materials your child has at home that belong to Ironton (such as calculators, text books, library books, etc.) and/or any items that belong to your child's teacher, should be placed in the trunk or back seat of your car clearly labeled with the STUDENT'S NAME and the TEACHER'S NAME in which the item is being returned.
- The music department is asking for 5th Graders in Elementary Honors Chorale to return their folders of sheet music.
- Please keep all technology items for now. Technology items will be returned and/or exchanged at a later date.

ENTERING THE SCHOOL CAMPUS:

- ALL traffic entering the campus will use the entrance off Mauch Chunk Road (aka: Parent Pick-up Entrance). Please follow the traffic pattern once in the parking lot. **Note:** Vehicles will not be able to use the entrance off Levans Road. You MUST use the entrance off Mauch Chunk Road.
- Staff will signal for the drivers to pull forward and line their vehicles alongside the sidewalk at the front entrance of Ironton. **ALL vehicles need to have their trunks or a back window open as you pull forward to pick up belongings!**

- Staff will place your child's belongings in the trunk or backseat of your vehicle and remove any items that are being returned. Once all items have been appropriately placed, the trunk of the vehicle will be closed by the Ironton staff members and you will be on your way.
- Vehicles will then exit onto Levans Road.

Please see the map of the traffic pattern that we will follow.



QUESTIONS YOU MAY HAVE

Q: *What if I have more than one child attending Ironton - do I have to travel to Ironton multiple days?*

A: NO—please come to Ironton on the day that your youngest child's belongings are scheduled for pickup. (For example, if you have a 5th grader, 3rd grader, and a 2nd grader, all of your children's belongings will be with your 2nd grade child's belongings, as he or she is the first grade level to be scheduled.)

Q: *How will I get my child's medication from the nurse's office?*

A: If your child has medication or health-related items in the health room, our school nurse will be returning those health items to families at the same designated times that you will receive the belongings from the classroom (see schedule at the end of this message).

Q: *I ordered a yearbook -- when will I get that?*

A: Our PTO has done a wonderful job completing the yearbook project. If the yearbooks are ready for distribution, we will include the yearbooks in the bags for the students who purchased them. If the yearbooks are not delivered in time, we will coordinate a plan to get the yearbooks to our students.

SCHEDULE FOR STUDENT MATERIAL DISTRIBUTION

June 3rd:

Kindergarten 11:00 a.m. – 1:00 p.m. & 4:00 p.m. – 6:00 p.m.

June 4th

1st Grade 11:00 a.m. – 1:00 p.m. & 4:00 p.m. – 6:00 p.m.

June 5th

2nd Grade 11:00 a.m. – 1:00 p.m. & 4:00 p.m. – 6:00 p.m.

June 8th

3rd Grade 11:00 a.m. – 1:00 p.m. & 4:00 p.m. – 6:00 p.m.

June 9th

4th Grade 11:00 a.m. – 1:00 p.m. & 4:00 p.m. – 6:00 p.m.

June 10th

5th Grade 11:00 a.m. – 1:00 p.m. & 4:00 p.m. – 6:00 p.m.

Once again, thank you for your support, and we wish you and your family well!

Sincerely,

Rob Holmes