



## TRINITY WEST ELEMENTARY SCHOOL

1041 Gabby Avenue Washington, PA 15301

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**"Where Everyone Succeeds Together"**

Michelle Ostrosky, Principal  
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Dear Families,

I want to express my appreciation to you for encouraging your child during this difficult time. The end is in sight, and I am convinced that we will finish strong.

As we near the end of the school year, I want to update you with procedures on picking up student materials that were left at the building. In order to safely distribute your child's belongings along with any end-of-year items we may have (classroom composites, classroom gifts, etc.), we have developed a schedule to accommodate pick-up. Anyone who ordered/earned a yearbook will be able to pick it up during your scheduled time.

To make pick-up efficient, we will hold a drive-thru pickup, using the front circle. Please pull along the curb, near the main entrance and remain in your vehicle. Our school staff will retrieve your child's items and deliver them to your vehicle.

### **Other Important Information**

- Any library books should be returned during this event.
- All textbooks and other school-owned books should be returned during this event.
- Parents with multiple children can pick up all materials during one of the designated times. You do NOT need to make multiple trips!
- Any medications that are remaining at school can be collected during your designated pick-up time. A sign-off will be when picking up medications.
- *All district-owned Chromebooks should remain with your family until further notice.*

### **CLASSROOM SCHEDULE**

<b>TIME</b>	<b>JUNE 2</b>	<b>JUNE 3</b>
<b>8:30–9:30 AM</b>	Stiner/Buri	Ocharzak/Layhue
<b>9:30–10:30 AM</b>	Wybranowski/Kubatka	Flowers/Barnhart
<b>10:30–11:30 AM</b>	Osborne/Wickstrom	Chopp/Tedrow
<b>11:30 AM–12:30 PM</b>	O'Connor/Narens	Grimm/McCracken
<b>12:30–1:30 PM</b>	Gasmire/Pitzer	Lapp/Jones
<b>1:30–2:30 PM</b>	Andrews/Calhoun	Junko

Please contact me directly with any questions. Thank you for your ongoing support during these challenging times.

Sincerely,

*Michelle Ostrosky*

Michelle Ostrosky, Principal