End of the year Pick-Up/Drop-Off Instructions for grades 3-7th

As the academic year comes to a close, teachers will be looking to coordinate times for you and your student to collect personal items that may have been left at Gateway Lab School, and to drop off any items that may need to be returned.

Please be aware of the following process for this procedure, as we are following CDC guidelines for safety measures and social distancing.

• Homeroom teachers will coordinate a **date and time** for meeting at Gateway to pick up personal items. Please look out for an email communicating these times, specific to your student/homeroom/and (or) grade.
• All pick-up items will be curbside and everyone must remain inside their vehicles.
• Items will be bagged, labeled and placed in the trunk of the car if available, upon arriving.
• Any items that are being returned or gifts to teachers, are asked to already be placed in trunk of your car or in an available place to be picked up from a window.
• Uniforms are asked to be laundered, placed in a plastic bag, labeled and already in the trunk of car if an available option.
• **Please bring any uniforms at this time to be collected: Cheerleading and Basketball**
• Please wear a mask upon arriving at the GLS curbside pick-up. (Especially if picking up items from a window).
• Nurse Weaver will be present for any medication pick-ups. Paper work may need to be signed depending on said medications. Parents will receive instruction at time of pick-up.
• Please contact your child’s teacher with any questions regarding pick-up, They will clarify information and get back to you at the earliest convenience.
• Should you want to decorate your car or have a THANK YOU poster for your teacher, feel free to show your support!

Thank you for sharing your children with us this year.