

VILLA CRESTA ELEMENTARY SCHOOL

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August 26, 2020

Dear Villa Cresta Elementary School Families,

In order to ensure a successful start to the school year, we recognize that there are materials that students will need in order to engage in virtual instruction. We will not be able to accommodate distributing devices or materials for multiple families to one person. We will be holding two pick-up events, one for student devices and the other for instructional materials.

The only families who should come to the device pick up are our kindergarten families and families that did not receive a student device in the spring. We have limited devices, so we will distribute to our kindergarten families first, followed by families of students in grades 1 to 5. In the event we do not have enough devices for our students, we will be able to make a request for more devices which we will distribute at a later date. To receive a device, you must come to this pick-up event, which is scheduled for Wednesday, September 2nd, schools are not mailing out devices.

We will also hold a pick-up event for curriculum materials. Currently, we are still awaiting the arrival of all curriculum materials for packing. We will send more details on the pick-up procedures for this event, but please hold the evening of Thursday, September 10th for material pickup.

In order to protect yourself and our staff, please be sure to wear a face covering when you come to school. If you drive to the school, remain in your vehicle unless you are directed to exit. If you walk to school, please follow the designated signs to pick-up the materials. While at school, please remain at least six feet away from other people. Do not bring friends with you; leave elementary children at home under the supervision of other family members, if possible. Finally, if you are ill or under isolation or quarantine because of your own illness or close contact with an individual with COVID-19, please do not come to school. Please contact the school to make alternate arrangements.

The drive-through distribution site will be located in the front bus loop of Villa Cresta Elementary School. Our pick-up/distribution will be divided into two stations: **Check-in and device distribution.** There will be staff and signage to help guide you through this process. Stations may vary slightly, but the general guidelines for each station are listed below:

STATION #1 – Check-In

- Please have the first and last name(s) of your student(s) and **grade** clearly written on a piece of paper. A staff person will check your name and direct you to the next station.

STATION #2 – Device Distribution

Families will retrieve student devices.

- Remain in your car.

- If you are able to open your trunk without getting out of your car, our staff will place your child's materials in the trunk of the car. (preferred)
- If you are unable to open your trunk without getting out of your car, our staff will place your child's materials on the back seat.
- Walking families will retrieve student materials in the designated location.

**** IMPORTANT INFORMATION ****

Wednesday, September 2nd from 3pm – 6pm is Device Distribution

Kindergarten Students should come between 3pm and 4pm.

Students in first through fifth grade should come between 4pm and 6pm.

Thursday, September 10th from 3pm – 6pm is Curriculum Material Distribution

Curriculum Materials will be distributed to all students in grades prekindergarten to grade 5.

Thank you for your patience and cooperation with this process. Should you have any questions please contact us via email. The communication can also be found on our Villa Cresta website under the tab, 2020-2021 Virtual Learning, Administrative Correspondence.

Take care and stay well,

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