

# Materials Exchange Information and Procedure

This plan was designed in accordance with CDC regulations and guidelines, and has been sanctioned by the ADW.

## Dates and times for drop off/pick up are based on Last Names

- June 10<sup>th</sup> 9am-1pm, letters A thru E
- June 11<sup>t</sup> 9am-1pm, letters F thru N
- June 12<sup>th</sup> 9am-1pm, letters M thru Z
- Notify Nurse Williams ([awilliams@maryofnazareth.org](mailto:awilliams@maryofnazareth.org)) ASAP if you cannot make your assigned time

## Requirements

- Only one parent or family member may come to the exchange
- No students allowed
- You must wear a mask while on the property
- There is no stopping to converse on school property
- No one is allowed in the school building or the lobby of the KFC

## What to bring back to school

- Hardcover Textbooks (No softcover consumable books, i.e., workbooks/Religion/etc.)
- Sports Uniforms
- Borrowed Chromebooks
- Library Books
- Anything for the main office, Principal, or Accountant (i.e., hot lunch or extended care payments, forms)

## How to pack your child's books and other returns

- Place books in a closed bag (trash bag, paper bag stapled shut, etc.) and mark with the child's name and homeroom number in a clearly visible location. Place bag in your trunk
- If you have multiple children, use separate bags for each child (ex: 2 children = 2 bags)
- If you borrowed a Chromebook, please do not place in the bags - place loosely in the trunk with the other supplies and notify the volunteer of the Chromebook.
- Do not put sports uniforms with books; place them in a separate labeled bag (Name, Sport, Team Varsity, JV or Rookie) and keep them up front with you.

## Procedures

1. Upon arrival, go to the school traffic circle and stop at the main entrance.
2. **Stay in** your vehicle and open your trunk if automatic. A volunteer will remove the items for return to the school.
3. Remember to notify the volunteer of any Chromebook or iPad for return.
4. Once the items are taken, drive to the KFC parking lot and park your car.
5. Get out with any sports uniforms and follow the signs to the right side of the KFC (closest to the middle school wing).
6. Nurse Williams will be at the door to the KFC kitchen to return your child's medication to you. Please see her **first**, before you proceed to the side entrance to the KFC. (Any unclaimed medication will be destroyed.)
7. A staff member will meet you at the side KFC entrance and will record the name, date, and time of every person who enters the building. This will be used in case we need to provide tracking information to the county health department.
8. Place bags with sports uniforms on the stage of KFC.
9. A staff member will direct you to the place where you may pick up your child(ren)'s bag(s). Pick up the bag(s) and exit the opposite side of the gym to return to your vehicle (side closest to the KFC parking lot).
10. If you need help carrying bags, there will be volunteers nearby.