

## Subject: Materials Collection and Distribution Plan at Stevens Forest ES

Dear Stevens Forest Families,

As shared last week, SFES has scheduled a school-wide pick-up opportunity for families on **Wednesday, September 2, 2020 from 8:00 a.m. - 12:00 p.m. and Thursday September 3, 2020 from 12:30p.m. - 4:30 p.m. All PreK to 5th grade students will need to pick-up instructional materials for use during virtual learning during this scheduled time.** In addition, all students who have not yet received a HCPSS issued Chromebook, will need to pick up one during this event. Families do not need to request the laptops.

Please know that our number one priority is to ensure the safety and well-being of every student, staff and family member during this process. Please carefully review the message and guidelines below:

### Materials Drop Off

Materials must be returned to the school that were borrowed from (i.e. the student's 2019-2020 school). Please be aware that all materials returned will sit for a four-day period as recommended by the Centers for Disease Control and Prevention prior to being inventoried. If your child attended a different school last year, please [go to that school's website](#) to view their collection plan. Items to be returned are SFES Media Books, SFES Band and Strings Instruments (ONLY IF YOU ARE NOT PLAYING AN INSTRUMENT THIS SCHOOL YEAR); GT Math Textbooks, Safety Patrol Belts, and books/materials borrowed from teachers.

### Materials Pick Up

Students attending SFES in the 2020-2021 school year will pick up learning materials at our school on the same designated dates for dropping off items. Please note that student laptops will be picked up at this time. In addition, we will have a limited number of pouches/bags of school supplies available for families in need. Families must come at designated times by the **first letter of your student's last name**. Our initial distribution plan is outlined below and we will communicate future distribution opportunities as needed. Please see the chart below for drop off and pick up times.

Please come during one of your 2 designated times. Materials for families will not be available during other time slots

### Wednesday, September 2, 2020 from 8:00 a.m. - 12:00 p.m.

Last Name Letter	Date	Day of Week	Times
A-D	Sept 2	Wednesday	8:00-9:00 a.m.
E-K	Sept 2	Wednesday	9:00-10:00 a.m.
L-Q	Sept 2	Wednesday	10:00-11:00 a.m.

