

Pickup of Student Belongings

We will utilize our car-rider procedures to make things familiar and easy for all. Please follow the directions carefully, so that we can perform this task safely, efficiently, and effectively.

Back Lot: 3rd-6th will utilize this drive through and line up on Walton Dr (following arrival procedures).

Front Lot: K-2nd will utilize this drive through and line up on Houston Dr. (following arrival procedures).

No cars should enter the lots until directed to do so. Please remember not to block driveways and/or mailboxes.

IMPORTANT: Families, please use a **black thick marker** and **write your child's teacher name** on your student's car-rider card in the **bottom right corner—BIG enough to be read from afar**. **THIS IS CRITICAL FOR THIS PROCESS!!** Do this for each child.

In order to pickup your child's belongings, you must have your car-rider sign. Every family must pickup their own child's belongings. Families cannot ask others to pickup their child's belongings due to the procedures.

Car-rider signs must be put in a location, so the caller can see the names of the student and teacher easily from your dash/car as he/she walks by. Help us out and lift the sign from the dash when you see the caller coming. This WILL HELP the process move quicker.

Procedure: **PLEASE be aware and alert**, so that you see/hear the spot number. No Cell use in school zone. **We must maintain physical distancing.** Parents will be told a number 1, 2, or 3 from the caller as they enter into the lot. This will indicate the **spot** where you **stop** to receive your child's belongings. (1) pop or open your trunk and we will place the belongings in the trunk, or (2) if it is not possible to open your trunk, then we will place the belongings next to your vehicle for you to pick up. Bins for school owned books/items will be available, so that you may drop off as you exit. You will not return items at the pickup spot due to needing the line to progress. You will see the dropoff location. **We are asking that all children remain in their vehicles, and all parents remain in their vehicles unless parents are returning school property or unless they are picking up belongings due to not having an accessible trunk.**

Once stopped in your spot and you receive your child's belongings, you will proceed to the exit of the lot (or bins if returning school property). We will have a single line, so be mindful (those in the front lot will need to turn right or left onto Middle TN Blvd., use signals to inform one another as you exit). It should not be an issue due to the flow of the drive-thru. Back lot, go straight onto Walton Dr. after exiting our lot, as you do during your car-rider process if possible.

Each grade level will have a designated time to pickup their child's items. You must come at the designated time to receive items. **For siblings, utilize the younger child's schedule of time and location. We will combine the sibling's belongings together and keep with the youngest child's class at the drive-thru.** Below is the schedule:

****For those who are not able to come during the times/days provided, please email me ASAP. Please do not email asking for alternative plans for convenience. If the schedule causes hardship, I'm willing to help. –Kristina Maddux**

Discovery Drive-Thru Schedule for Student Belongings

Monday, May 4th

8:00-9:00

Front lot: Kindergarten

Back Lot: 5th/6th Grades

9:30-10:30

Front Lot: 1st Grade

Back Lot: 4th Grade

11:00-12:00

Front Lot: 2nd Grade

Back Lot: 3rd Grade

Tuesday, May 5th

12:00-12:30

Front lot: Kindergarten

Back Lot: 5th/6th Grades

1:00-1:30

Front Lot: 1st Grade

Back Lot: 4th Grade

2:00-2:30

Front Lot: 2nd Grade

Back Lot: 3rd Grade

Thursday, May 7th

4:00-4:30

Front lot: Kindergarten

Back Lot: 5th/6th Grades

5:00-5:30

Front Lot: 1st Grade

Back Lot: 4th Grade

6:00-6:30

Front Lot: 2nd Grade

Back Lot: 3rd Grade

I assume most will come the first day, so I am reducing the time of the drive-thru. Please be patient and understanding as this is something we have never done before. We have a plan and the plan will work well, as long as everyone does their part.

Please inform our students that we will not be able to chat/talk during this process due to social distancing guidelines. We will be in masks and gloves, so prepare the students for this. This will be hard for us, but we are doing this for your safety and ours as well as the flow of the process.