

Dear Parents and Guardians of the Grove Street Family:

Hoping that this message meets you in the best of health and happiness.

On Thursday, April 30th from 8:30 am-12:00 pm and 4:00 pm-6:00 pm **and** Friday, May 1st 8:30 am- 12:00 pm, Grove Street School will begin its laptop distribution.

In an effort to ensure that we are following COVID 19 guidelines and an efficient laptop distribution process, it is very important that we all review and adhere to the procedures outlined below.

Criteria for Retrieving Laptops

- Laptops will be distributed only to the parent or guardian listed in Power School. No one on the Emergency List designated as an emergency contact will be permitted to pick up a laptop.
- Only parents whose children have confirmed free and reduced status will be loaned laptops. You may ask your teacher via email or Class Dojo if your child's name appears on the free and reduced list.
- Only 1 laptop per 3 Irvington Public School students in each household.
- More than 3 scholars in a household will qualify you for 2 laptops.
- Parents and guardians must present a picture State ID.
- Keep a safe distance of 6 feet apart from others as well as the staff involved in the distribution process.
- Please wear a mask/facial covering as well as gloves.

Procedure for Retrieving Laptops

When you approach the front of Grove Street School (Exit 7) you must remain by the cone at the base of the stairs until the family at the table finishes their transaction.

A member of the distribution team will request the name and grade of your child/children, as well as your name and photo identification.

Two copies of the contract, along with a pen will be placed on the table. You must sign both. After signing, please place the pen in the box that is located on the floor next to the table. Leave one copy of the contract on the table.

You may retrieve the laptop and the charger that are placed on the table, along with your child's report card.

Thank you for understanding that there is no time for conversation. A wave will suffice. Please leave the premises as quickly as possible.

If you are able to, please bring a bag to carry your items. The charger and the laptop must be returned in the condition in which they were received. If these items are missing or destroyed, you will be responsible for the replacement.

Thank you for your anticipated cooperation and your patience during these unprecedented times.

Please be safe and well.

Dr. Deniese Cooper, Principal