

Dear Parents and Guardians,

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, University Elementary School will begin laptop distribution. Lunch/Breakfast distribution will be temporarily relocated to Door #9 in front of the school building by the playground.

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 only be distributed to the parent or guardian listed in Power School. No one on the Emergency List may 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.
- Parents and guardians must present a picture State ID.
- Keep a safe distance of 6 feet apart from parents and guardians in line and staff distributing materials.
- Please arrive to school wearing a mask and gloves.

Procedure for Retrieving Laptops

1st When you approach the front of University Elementary School, please remain by the cone at the base of the stairs.

2nd Where to pick up laptops (signs will be posted):

- Kindergarten through 2nd grades will retrieve laptops from the exterior of University Elementary School's main lobby door.
- 3rd through 5th grades will retrieve laptops directly from door #1, which is to the left of the main lobby door.

3rd When called, please place the following items on the desk located at the top of the stairs.

- Your picture State ID
- Paper with the first and last name of your child

After placing items on the desk, return to the cone at the base of the stairs.

4th A staff member will record the information and retrieve your contract. We have arranged for all contracts to be prefilled with names and addresses.

After the staff member places your contract on the desk, return to the top of the stairs to sign the contract with your pen/pen provided, detach the envelope containing your child's report card and Power School password information from the contract & place the signed contract face up in the box marked "CONTRACTS" by the glass door. Place the pen in the box marked "PENS". Then return to the base of the stairs.

5th After a staff member checks your signature and places your child's assigned laptop on the desk, return to the top of the stairs to retrieve the laptop, your ID and child's name.

Thank you for your patience and support.

Continue to be safe and well.

Ms. Boone-Gibbs, Principal