

Dear Victory Villa Elementary School Families,

In order to ensure a successful start to the school year, we recognize that there are materials that students will need in order to engage in virtual instruction. Due to the large amount of materials that will be distributed, we will not be able to accommodate distributing materials for multiple families to one person.

In order to protect yourself and our staff, please be sure to wear a face covering when you come to school. If you drive to the school, remain in your vehicle unless you are directed to exit. If you walk to school, please follow the designated signs to pick-up the materials. While at school, please remain at least six feet away from other people. Do not bring friends with you; leave elementary children at home under the supervision of other family members, if possible. Finally, if you are ill or under isolation or quarantine because of your own illness or close contact with an individual with COVID-19, please do not come to school. Please contact the school to make alternative arrangements.

The drive-through distribution site will be located in the bus loop. Our pick-up/distribution will be divided into three stations: **Check-in, Materials pick-up, and device distribution.** There will be staff and signage to help guide you through this process.

Stations may vary slightly, but the general guidelines for each station are listed below:

STATION #1 – Check-In

- Please have the first and last name(s) of your student(s) and grade clearly written on a piece of paper. A staff person will check your name and direct you to the next station.

STATION #2 – Materials pick-up

- Families will retrieve student materials/resources.
- Remain in your car.
- If you are able to open your trunk without getting out of your car, our staff will place your child's materials in the trunk of the car. (preferred)
- If you are unable to open your trunk without getting out of your car, our staff will place your child's materials on the back seat.
- Walking families will retrieve student materials in the designated location.

STATION #3 – Device Distribution-if you have not yet received one

- Families will retrieve student devices.
- Remain in your car.

- If you are able to open your trunk without getting out of your car, our staff will place your child's materials in the trunk of the car. (preferred)
- If you are unable to open your trunk without getting out of your car, our staff will place your child's materials on the back seat.
- Walking families will retrieve student materials in the designated location.

The distribution schedule is as follows:

Wednesday, September 2 - PreK – Grade 2 students 3:30-5:30

Thursday, September 3 - Grades 3-5 students 3:30-5:30

Please adhere to this schedule to comply with CDC social distancing guidelines.

Thank you for your patience and cooperation with this process. Should you have any questions please contact me via email.

Marge Roberts, Principal

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