

# MONROE ELEMENTARY SCHOOL

230 Yankee Road, Monroe, OH 45050 (513)539-8101

Dear Parents,

It is time to get all personal items back to our students in a safe manner. With the challenge of such a large staff and student population, we collaborated with the Butler County Health Department to create the following plan for the elementary school. The health department gave us clear guidelines to make sure we are following the Governor's orders and maintaining a safe and healthy environment. We ask that you review these procedures thoroughly so we can keep you and our staff safe.

We have set aside five days from Friday, May 15-Thursday, May 21 for parents to pick up their student's belongings, school items, and awards. We apologize for any inconvenience to families who have children in more than one grade who may have to come back at different times. The volume of items to return and creating a schedule to accommodate families with multiple children was a challenge. We appreciate your understanding.

## **MES Homeroom Pick Up Schedule**

<b>DAY &amp; TIME</b>	<b>B Wing Teacher</b>	<b>C Wing Teacher</b>
Friday, May 15th, 2:00-3:00 PM	Mrs. Lawson, 4th Grade	Mrs. Keith, 4th Grade
Friday, May 15th, 3:30-4:30 PM	Mrs. Betts, 4th Grade	Mrs. Lamping, 4th Grade
Friday, May 15th, 5:00-6:00 PM	Mrs. Bowden, 4th Grade	Miss MacDonald, 4th Grade
Friday, May 15th, 6:30-7:30 PM	Mrs. Kelly, 4th Grade	Mrs. Eschmeyer, 4th Grade
Monday, May 18th, 12:00-1:00 PM	Miss Zins, 5th Grade	Mrs. Jones, 5th Grade
Monday, May 18th, 2:00-3:00 PM	Mrs. Holbrock, 5th Grade	Mrs. Morris, 5th Grade
Monday, May 18th, 4:00-5:00 PM	Mr. Decker, 5th Grade	Mrs. Phipps, 5th Grade
Monday, May 18th, 6:00-7:00 PM	Mrs. Hamilton, 5th Grade	Mrs. Krekus, 5th Grade
Tuesday, May 19th, 9:30-10:30 AM	Miss Curry, 6th Grade	Mrs. Nelson, 6th Grade
Tuesday, May 19th, 2:00-3:00 PM	Miss Holzderber, 6th Grade	Miss Smith, 6th Grade
Tuesday, May 19th, 3:30-4:30 PM	Mrs. Clute, 6th Grade	Mr. Moore, 6th Grade
Tuesday, May 19th, 5:00-6:00 PM	Mrs. Decker, 6th Grade	Mr. Harrison, 6th Grade
Tuesday, May 19th, 6:30-7:30 PM	Mrs. Kittel, 6th Grade	
Wednesday, May 20th, 9:30-10:30 AM	Mrs. Phillips, 2nd Grade	
Wednesday, May 20th, 11:00-12:00 PM	Mrs. Cutler, 2nd Grade	Miss Leding, 2nd Grade
Wednesday, May 20th, 3:30-4:30 PM	Mrs. O'Hara, 2nd Grade	Mrs. DeBord, 2nd Grade
Wednesday, May 20th, 5:00-6:00 PM	Mrs. Huesman, 2nd Grade	Mrs. Eckley, 2nd Grade
Wednesday, May 20th, 6:30-7:30 PM	Mrs. Owens, 2nd Grade	Mrs. Gaston, 2nd Grade
Thursday, May 21st, 9:30-10:30 AM	Mrs. Jenkins, 3rd Grade	Mrs. Poetter, 3rd Grade
Thursday, May 21st, 11:00-12:00 PM	Miss LeFevre, 3rd Grade	
Thursday, May 21st, 12:30-1:30 PM	Mrs. Fry, 3rd Grade	
Thursday, May 21st, 2:00-3:00 PM	Mrs. Osterman, 3rd Grade	
Thursday, May 21st, 3:30-4:30 PM	Miss Barsan, 3rd Grade	Miss Alverson, 3rd Grade
Thursday, May 21st, 5:00-6:00 PM	Miss Peck, 3rd Grade	Mr. Keith, 3rd Grade

# MONROE ELEMENTARY SCHOOL

230 Yankee Road, Monroe, OH 45050 (513)539-8101

## **MES Pick Up Procedure:**

### **PICK UP MAP**

- Two teachers at the scheduled times listed above will be on the playground parking lot to pass out items to cars.
- School items, 3rd quarter awards, and any other school items will be put in bags.
- Teachers will be wearing masks and gloves during the pick-up time.
- We ask that parents have a paper with their child's first and last name written boldly in large letters that will be held up in the car window to indicate to the teacher which bag to put out.
- There will be two lines of cars, one for the B wing teacher and one for the C wing teacher. Refer to the schedule above for your child's homeroom teacher and location.
- The line of cars will stop at their designated cone. At this time you will hold up your child's name in the car window, so the teacher can see the sign.
- Please wait at the cone while the teacher retrieves your child's bag.
- The teacher will place your child's bag on the sidewalk and then move away from the area.
- Please DO NOT pull up to the sidewalk until the teacher has moved away from the sidewalk. One car at a time will pull up to the sidewalk.
- The parent/guardian will get out of the car and retrieve the items and then drive off of the lot by following the driveway around the building.

## **Medication Pick Up:**

Please be sure to pick up your child's personal items prior to the medication pick up as some medications are able to be included in your bag. If your medication is not in your child's bag then you will need to come to the front of the building. One car at a time will pull up to the front of the elementary building during your scheduled homeroom time listed above. You will ring the door and state your child's name. The nurse will put your child's medication on a table in the rotunda with the medication sheet that must be signed. Once this has been done and the rotunda is unoccupied, you will be buzzed into the building. You then sign the form and take the medication. Pens will be sanitized after each use, but if you are more comfortable you may bring your own. If you are waiting in a car line please wait until the building door handle has been disinfected before exiting your car.

## **Band Instrument Pick Up:**

During your child's scheduled homeroom time, 6th-grade band instruments will be placed on the sidewalk next to the C wing fence. Please view the map for the exact location. The front car in line may exit their car and find their child's instrument. Please be sure if your instrument is not labeled that you are collecting the correct one.

# MONROE ELEMENTARY SCHOOL

*230 Yankee Road, Monroe, OH 45050 (513)539-8101*

## **Library Book Drop Off:**

Any library books that are still at home should be placed on the library cart which will be on the playground.

## **Technology, Chromebooks, Chargers, Other Equipment Drop Off:**

Any technology items that were loaned from the district need to be brought back to the elementary building on the following days and times (Monday, May 18-Thursday, May 21 between 8:00 a.m. - 4:00 p.m.). Please pull to the front of the building and enter through the activity doors (doors to the right of the main elementary doors). There will be tables to place your items on. Please be sure to bring all pieces including chargers. Also please bring your copy of the form, so we can sign that the items were returned.

Thank you for your cooperation. It will not be easy for us to end the school year like this and not have the traditional hugs and personal interaction that our teachers miss so much!