



EAST ALLEGHENY SCHOOL DISTRICT
LOGAN ELEMENTARY SCHOOL, K-6

Sean Gildea, Principal

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May 21, 2020

Logan Elementary Student Material Drop off and Pick up

Dear Parents,

The majority of the teachers have packed up your child's belongings and are have prepared them to be picked up. These materials will be in the front lobby area arranged by classroom/grade. Please refer to the assigned dates and times to come to Logan to pick up your child's locker/desk belongings as well as drop off any books, school owned items and/or work if needed.

The following safety protocols for students and parents will be followed when families arrive at Logan Elementary.

1. To obtain student belongings and return school-owned materials, families are encouraged to come to Logan Elementary on the following dates and times.
Friday, May 29 and Monday, June 1
 - a) Last Name A-G 9:00-11:00
 - b) Last Name H-P 11:00-1:00
 - c) Last Names Q-Z 1:00-3:00
2. Park in the upper parking lot of Logan Elementary
3. Proceed to door #1 and state your child's name, room and grade.
4. Any school materials needing returned should be brought with you, placed in an envelope (available onsite) and into bins located outside the front entrance of the building. In preparation for use during the next school year, District issued technology devices are not to be returned at this time.
5. Most student belongings will be located in the lobby and a staff member will obtain those materials for you.
6. In the event a child's materials are not located in the front lobby, the child and 1 adult (max 12 families at one time) may proceed to their classroom/locker to obtain their belongings following the protocols listed below:
 - a. Use hand sanitizer and sign in
 - b. Proceed directly to your child's classroom and locker
 - c. Remain 6 feet apart practicing effective social distancing
 - d. Students/Parents are not to congregate if entering the building
 - e. Upon obtaining materials, proceed to Door #1 to exit the building
 - f. Use hand sanitizer, sign out and exit

Where possible, materials not claimed will be made available next year.

Thank you and stay safe!!

Mr. Gildea

Remember to speak with your children about being PROUD Wildcats every day!
Have Pride, Show Respect, Take Ownership, Develop an Understanding, Have Determination