

# ALLAMUCHY TOWNSHIP SCHOOL DISTRICT

P.O. BOX J

ALLAMUCHY, NJ 07820

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Dr. Jennifer Gallegly  
Principal

Dr. Joseph Flynn  
Superintendent

Dr. Melissa Sabol  
Principal

May 7, 2020

Dear Parents and Guardians of 3<sup>rd</sup> & 4<sup>th</sup> Grade Students,

Now that the school is officially closed for students for the remainder of the school year, we will be providing our 3<sup>rd</sup>-4<sup>th</sup> grade parents with an opportunity to retrieve their child's materials and items that have been packaged by their classroom teachers. We have developed the following times and procedures with health and safety in mind.

- All people entering the bus lane in their car MUST wear a mask or face covering the entire time on school property.
- During your assigned timeslot, parents are asked to pull up in the bus lane in front of the cafeteria windows. Display your child's last name to the staff member through window. Open your trunk so the staff member can place your child's belongings into your trunk. Once complete, the staff member will close your trunk.
- We will be displaying lost and found in a way that you will be able to see items from your car by the main entrance to the school. Please do not exit your vehicle. If you see an item that belongs to your child- please request it from the staff member that is stationed in front of the lost and found area.
- Library books or other items that belong to the school or teacher that are not be utilized for remote instruction should be returned at this time.
- Chromebook, textbook (not workbook) and novel return will occur in June after the completion of remote instruction.
- 4<sup>th</sup> Grade Band Students- If you have made arrangements with our rental company to return your instrument for the summer, they must be returned at this time.

## PICK UP TIME SCHEDULE

- Last Name A-G Grades 3-4: Friday, May 15th → 9:30 to 10:30am
- Last Name H-P Grades 3-4: Friday, May 15th → 10:30 to 11:30am
- Last Name Q-Z Grades 3-4: Friday, May 15th → 11:30 to 12:30pm

If items are not retrieved on May 15, items will be stored for a scheduled pick up on a limited basis.

Due to the continuance of remote instruction, if your ATS student would benefit from picking up their school Chromebook for the duration of the school year, please email Mrs. Bahl at [dbahl@aes.k12.nj.us](mailto:dbahl@aes.k12.nj.us). We will be sure to pull the device for student pick up as they exit the building during their scheduled time.

Yours in Education,  
*Jennifer A. Gallegly*  
Jennifer A. Gallegly, Ed.D.  
Principal