

# 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 5, 2020

Dear Parents and Guardians of Pre-K to 2<sup>nd</sup> Grade Students,

Now that the school is officially closed for students for the remainder of the school year, we will be providing our Pre-K to 2<sup>nd</sup> grade parents with an opportunity to retrieve their child's materials and items that have been packaged by their teachers. We have developed the following procedures and times 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 time slot, drive your car through the bus lane and stop next to your child's homeroom table. Display your child's last name to the staff member through the 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. Please do not exit your vehicle. If you see an item that belongs to your child, please request it from the staff member who is stationed at the Lost-and-Found area.
- Library books or other items that belong to the school or teacher should be returned at this time.

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

## Pick-up Schedule

	MVS Groupings by Last Name
9 - 10:30	A-D
10:30 - 12	E-M
12 - 1:30	N-Z

Yours in Education,  
*Melissa R. Sabol*  
Melissa R. Sabol, Ed.D.  
Principal