

May 26, 2020

Dear Oregon School District Families,

I am writing to share the process for retrieving student items from schools and returning school property to school buildings. This email is being sent to all families who have students in grades Kindergarten - Grade 8. Families with high school students will receive a message with information specific to OHS pick-up/drop-off.

Curbside pick-up/drop-off: June 9 and June 11 (anytime between 11:00am - 7:00pm)

Please make every effort possible to come during these times. If you absolutely cannot make it or someone in your family is ill, you may send someone else to pick up / drop off your items OR [complete this form](#) to request an alternate time.

Items You Will Pick Up	Items You Will Return to School
<p>Personal belongings (e.g., items from cubbies / lockers, phy-ed lockers, leftover work projects).</p> <p>Medications All over-the-counter medicines, epipens, and/or inhalers will be included in your child's bag. A school nurse will be in contact with you to discuss any other prescription medications.</p>	<p>Learning materials (e.g., library books, classroom books, textbooks).</p> <p>Technology (Chromebooks, power cords, Mi-Fi devices) <i>unless you anticipate needing it for <u>Summer School</u>.</i></p> <p>School-owned instruments <u>if your child is NOT continuing in the Fall</u> - additional details on rental returns will be sent from music instructors. Please DO NOT return instruments rented from vendors (Voigt, Ward-Brodt) to schools.</p> <p>School-issued clothing (e.g., choir shirts, athletic jerseys, etc.).</p>

What to do BEFORE the Pick-up & Drop-off Event

Help us make the Curbside Pick-up & Drop-off event as efficient as possible by completing the steps below before you arrive:

- Place a piece of paper with your child's first/last name and grade in your windshield (write with dark marker). You may print this [windshield label](#) or use it as a guide.
- Place any items you are returning to school (e.g., books, Chromebook, school-owned clothing) in a bag and label it with your child's name and grade.
- Place the labeled bag in your trunk.

Procedures for safe Curbside Pick-up & Drop-off

We have designed a process that follows safety precautions recommended by Public Health Madison and Dane County. Here is how the process will work:

- Staff will have assembled your child's items (from cubbies, desks, lockers, phy-ed lockers) into labeled bags (these bags will be left untouched for 72 hours before the pick-up day).
- Drive through the designated pickup lane.
- Please remain within your vehicle in the pickup lane and wait for your turn.
- When it is your turn, a staff member will radio the information to "runners," who will retrieve your child's items.
- Open your trunk/hatchback and staff will place belongings in the trunk and remove any items you are dropping off.

Pickup Location Entrances

School	Pickup Lane Entrance
Brooklyn Elementary	Bus loop at front of school
Netherwood Knoll Elementary	Entrance near pool (enter via Brook St and exit via Spring St)
Prairie View Elementary	Bus parking lot off Oak Street
Rome Corners	Bus loop (enter off of Burr Oak)
Oregon Middle School	Bus loop entrance (Pleasant Oak & Wolf St.)

Thank you for your patience and assistance as we work together to ensure your children can access all belongings safely and efficiently.

Dr. Brian Busler - Superintendent