

May 5, 2020

Dear Parents and Guardians of Holy Name of Jesus School Students:

We are quickly approaching the last day of school for the 2019-2020 school year. Certainly a year that will forever be in our memories. Little did we know that when the students laden with extra heavy and overstuffed backpacks left their homerooms on Friday, March 13, they would not be returning to our brick and mortar building for the remainder of the school year. Looking back, this truly was a sad day for all of us.

Monday, March 16, 2020 dawned and our teachers, students, and parents were off and running to online learning and teaching. Everyone has worked extra hard during these past two months. You all need to be commended!

By counting hours, the last day of class for this school year is Friday, May 22, 2020. Students took home textbooks and library books that need to be returned to school. Also, students did not completely clean out their desks before leaving the classroom that Friday. These materials need to be returned to the students. Each student has an Art Portfolio to pick up. *The Little Mermaid* DVD is also available for any student who ordered one. Pick-up and drop off for these items will be the week of May 25, 2020.

We are recommending only parents come, but we know that this is not feasible with every family situation.

We all recognize that we have been apart for quite some time, and we would enjoy seeing everyone and talk to someone different. However, this is not an opportunity for socializing!

## Guidelines

In order for this to occur in a safe manner and respect everyone, we have developed the following guidelines:

Materials for pick up will be in a bag with your child's name on it on a table by homeroom in the former church.

Parents will pick up the bag and drop off the textbooks on the table where the bag was located. We ask that the student's name is on the textbooks by using a sticky note or piece of paper taped to the front cover of the book.

Library books may be placed on a table in the primary lobby.

Teachers will **not** be available for socializing – conversations or hugs!

If there is a parent who does not feel comfortable coming into the building, please email the teacher or myself and the bag of books/materials will be placed outside the **connector door** in a

bin on the day and time you designate. We would then ask that you place the books you are returning to the school outside the **connector** in the bin.

The playground and basketball courts are closed! No one may play basketball or play on the playground.

## **Procedure**

Everyone who enters the building **MUST** wear a mask.

Entrance to the building will be through the door of the primary lobby (same door as parents enter for Car Rider pickup – as you face primary building in the parking lot – far left door)

A single line to enter the building will form outside the door down through the parking lot. Cones will be set up to help everyone practice social distancing of six feet.

In order to keep from everyone touching the door handle, the door will be propped open. At the appropriate time, several parents will be directed to enter the building to go directly into the former church through the door to the left as you enter the former church. No one is to enter the building until directed to enter.

Tables in the former church will be set up according to homerooms. Teachers will help direct you to the correct tables. As you approach the table, if another parent is at the table picking up or dropping off materials, you are to stand six feet behind that person until they have completed their transaction at the table.

In order to keep everyone safe, this is not a time for socializing with teachers or other parents.

Parents will exit the former church through the far left door as you come down the steps, walk through the lobby, and exit the building through the middle door.

## **Schedule**

**Wednesday, May 27, 2020**

Students whose last name begins with A – G

10:00am – Noon

1:00pm – 3:00pm

6:00pm – 7:30pm

**Thursday, May 28, 2020**

Students whose last name begins with H – N

10:00am – Noon

1:00pm – 3:00pm

6:00pm – 7:30pm

**Friday, May 29, 2020**

Students whose last name begins with O - Z

10:00am – Noon

1:00pm – 3:00pm

6:00pm – 7:30pm

**Saturday, May 30, 2020**

Parents who were not able to come to school on their designated day.

10:00am – 11:30am

We have tried to make this procedure as safe as possible for everyone. We are also trying to accommodate those who feel compromised and uncomfortable being around others.

Thank you for your cooperation!

If there are any questions, please contact the office.

Blessings,

Sister Rita Smith, SSJ  
Principal