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# Memorial-Spaulding School

250 Brookline Street, Newton, MA 02459 \* 617-559-9600

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May 27, 2020

Dear Memorial-Spaulding Families,

Over the past weeks, we have been carefully planning for the closedown of classrooms for the summer and a safe way to return student belongings. Memorial-Spaulding staff have returned to the building in shifts beginning Tuesday, May 26th. They will continue their work to close down our facility through Friday, June 5th. Their primary goal is to retrieve and bag student belongings and closedown classrooms. Please note that this may impact live Zoom meetings schedules as they complete this work. Individual teachers will communicate any schedule changes or cancellations to their students/families. On Monday, June 8 all families will have an opportunity to retrieve student belongings according to the following schedule and protocol.

## **Picking Up Student Belongings**

The **Blue Zone and Bus Lane** will be used for picking up student belongings. An alphabetical schedule organized by last name will be used (see below). In this way families with students in multiple grades will be able to retrieve everything at once. Belongings will be organized in the gym. Families are asked to have a **CLEARLY LABELED SIGN** taped to the front passenger window of their vehicle that lists all student names (first and last) prominently.

- Wearing masks and practicing physical distancing, staff will bring student belongings to the trunk of each vehicle. Families are asked to please remain inside their vehicles.
- Based on an estimate of student numbers, the schedule for families is as follows:

**Date: Monday, June 8**

Timeframe	Blue Zone to Bus Lane	Total students arriving for pick up
9:00-10:30	Last Names A - G	151 Students
10:30-12:00	Last Names H - O	152 Students
12:00-1:30	Last Names P - Z	158 Students

- Should you have items that need to be returned to school (library books, teacher's classroom materials, etc), please place those items in the trunk of your car. Staff will remove those items prior to placing your children's belongings into the trunk.
- Belongings of families that do not come at the designated time will be stored. Families can email me to arrange an alternate time, though you are strongly encouraged to adhere to the given schedule. Thank you for making every effort to do so.

Thank you for recognizing that like so many aspects of remote learning, this is, in fact, our first rodeo. Your patience, flexibility, and grace is appreciated.

All the best,  
Tom