Dear CMS Families,

During the first week of June students will have the opportunity to retrieve essential items from the school. Based on their last name, there will be a specific day and time that students can come to the school to quickly retrieve their belongings and return library books and other materials. The dates and times are listed below. Please note, we will be limiting the number of people in the building. You do not need to show up right at the start of your time. Please review the following guidelines.

- The building will be open for student access from **9:00am-3:30pm**.
- All students will ENTER the building from the main entrance and EXIT via the cafeteria doors OR the rear doors near the 100 restrooms hall. (signs will be posted).
- Students are encouraged to enter on their own, but can have a limit of one family member as an escort if necessary.
- All classrooms and restrooms will be closed, students are just gathering items from their lockers--Bags will be issued at the entrance location for student use.

To ensure the safety of others:

- Students will have a maximum of **10 minutes** in the building so please quickly grab items and exit the building. This is a time to quickly grab items out of lockers, not to go through items, clean out backpacks, or organize binders.
- Maintain **6 feet between one another when in lines and in the hallway**.
- Please wear face coverings in the building. Gloves will be provided.
- We ask that anyone stay home if sick or have any symptoms. Please contact the school to make other arrangements.
- Parents are to remain in cars OR, if walking, remain in the designated student pick up area at the back of the school.

**Note** Students do share lockers so there may be students who will be getting things out of their locker after another student has already had access to it. We are taking all necessary safety precautions in having personal protective equipment available to minimize any potential exposure to the virus.

Staff members will be around with keys in case students forgot their locker combinations or need assistance. PE locker materials will be bagged and available to retrieve outside at the doors near the main gym. Students will be able to turn in library books to a cart near their team hallway and Middle C’s music near the front office. Band instruments will be available in the band room. Thank you in advance for following these guidelines as our goal is first and foremost your safety!

**IMPORTANT!!! Middle School dates for Pickup IMPORTANT!!!**

Tuesday June 2nd

- Student Last names **A-F**, 9am-12pm
- Student Last names **G-M**, 12:30pm-3:30pm

Wednesday June 3rd

- Student Last names **N-S**, 9am-12pm
- Student Last names **T-Z**, 12:30pm-3:30pm

There will be no lost and found at this time. Items will be available when the building re-opens