



May 13, 2020

Dear St. Raymond Families:

As the year comes to a close, we have been given clearance from the Archdiocese of Chicago for student material drop-off and pick-up. We understand your child(ren) may have left some of their personal items in school and want to provide an opportunity for you to safely retrieve those items. Some items you need to return to school may include hardcover textbooks, library books or any materials you may have borrowed from your teacher that you would like to return.

***Students do not need to return any consumable textbooks that have been written-in this year.*** Teachers will gather student materials for pick-up that were left in desks/lockers and bag them with a clear label of Student Name/Homeroom. Although students will return their textbooks, e-learning will continue as teachers will utilize on-line textbooks or other materials. More information on the end of the school year plans will be available in the near future.

*Please excuse the following lengthy explanation, but it is important for families to understand the entire plan for the pick-up /drop-off procedures. It is imperative that we follow this plan to be as safe as possible for everyone involved.*

Families are assigned a window of time (see below) **beginning on TUESDAY, May 26**. During this time frame, you will drop-off any school-owned materials and pick up your child's belongings. The given time frame allows us to safely control the number of people coming to the school campus. Our staff will continue to use required masks, gloves and safety procedures during this time. The pick-up/drop-off system will utilize the entire school campus. On your assigned day/time, please follow the procedures listed below and move with patience and caution to ensure a safe and efficient process for all.

**The following is the pick-up time and date window based on your Family Last Name.**

**TUESDAY, May 26**

8am - 9am	A-And
9am - 10am	Ang-Berg
10am - 11am	Bern-Bre
11am - 12pm	Bro-Chag
12pm -1pm	Chat-Cog
1pm - 2pm	Col-Czu





# ST. RAYMOND SCHOOL

Faith | Academic Excellence | Service

---

## WEDNESDAY, May 27

8am - 9am D-Dri  
9am - 10am Dro-Fav  
10am - 11am Fer-Fre  
11am - 12pm Gar-Guc  
12pm - 1pm Gud-Hay  
1pm - 2pm Hen-Hug

## THURSDAY, May 28

8am - 9am I-Ji  
9am - 10am Jor-Kim  
10am - 11am Kli-Kup  
11am - 12pm L-Luc  
12pm - 1pm Lul-Mat  
1pm - 2pm Mau-Mee

## FRIDAY, May 29

8am - 9am Men-Mun  
9am - 10am Mwe-Odi  
10am - 11am Orp-Per  
11am - 12pm Pet-Ram  
12pm - 1pm Ran-Rus  
1pm - 2pm Rya-Sey

## MONDAY, JUNE 1

8am - 9am Sha-Ski  
9am - 10am Smi- Str  
10am - 11am Stu-Ton  
11am - 12pm Tor-Wal  
12pm - 1pm Was-Wil  
1pm - 2pm Wre-Zim





## How to prepare for supply drop-off and pick-up at home:

- Put supplies in THREE separate plastic bags (if need be), all labeled with the student's first & last name, homeroom teacher, and designated location (Homeroom, Library, Athletic Department and/or Band). **Please have separate bags for each child/homeroom.** *\*\*Keep in mind you may not need to drop anything off at this time.\*\**
  - Possible items you may be dropping off:
    - textbooks/classroom materials
    - library books
    - athletic uniforms - girls & boys basketball and boys volleyball - *please place clean uniform in a ziplock bag clearly labeled with student name and homeroom teacher*
    - school owned band instruments...families received an email from Ms. Taube if instrument needs to be returned - *do not need to be bagged, just label with student name*
- Place bags in the trunk or back of your vehicle. **Please have separate bags for each child/homeroom.**
- **Every family must make a sign (8 ½ x 11) that identifies your Family Name, each child's Name and HOMEROOM teacher's name and post on your passenger window.** This allows our staff to easily identify your car/family.

## What to do when you come to school for supply drop-off and pick-up:

- **Head EASTBOUND on Milburn Ave.--Cafeteria Door #2 .** *This is the same location as the Early Childhood morning arrival drop-off.* There will be a staff member to greet you and identify your family name along with the children in your family. They will then relay your family name to staff members inside of school.
- Pop your trunk if necessary so the SRS staff member can remove items to be returned to school.
- After checking in, continue to drive eastbound on Milburn and turn right on Elmhurst Ave. (heading southbound) and proceed to each door needed to pick up your child(ren)'s materials.
  - ❖ **DOOR #1 Main School Entrance** (Junior High)
  - ❖ **DOOR #31** (Preschool, Kindergarten & Grades 1-2-3)
  - ❖ **DOOR #30** (Grades 4-5).





# ST. RAYMOND SCHOOL

Faith | Academic Excellence | Service

---

Once you arrive at these doors, remain in your car with your windows closed and a staff member will bring out your child(ren)'s material bag and place it in your trunk.

**We appreciate your efforts to arrive during your designated time** as the goal is to limit the number of families at school during each time slot. Please be patient and know that staff members are maintaining social distancing within the school during this process so extra time is needed. We are moving as quickly as possible to keep the flow moving.

If you are unable to arrive at your designated time or have any questions regarding the drop-off/pick-up day, please email your child's homeroom teacher or Mrs. Catherine Hart ([catherine.hart@st-raymondschool.org](mailto:catherine.hart@st-raymondschool.org)). We will do the best we can to accommodate if possible.

Thank you for making every effort to pick-up/drop-off materials during your specified time frame. As always, we appreciate the support of our parents and guardians.

Stay Well,

*Ms. Mary Eileen Ward*

Principal

