Father Andrew White S.J. School

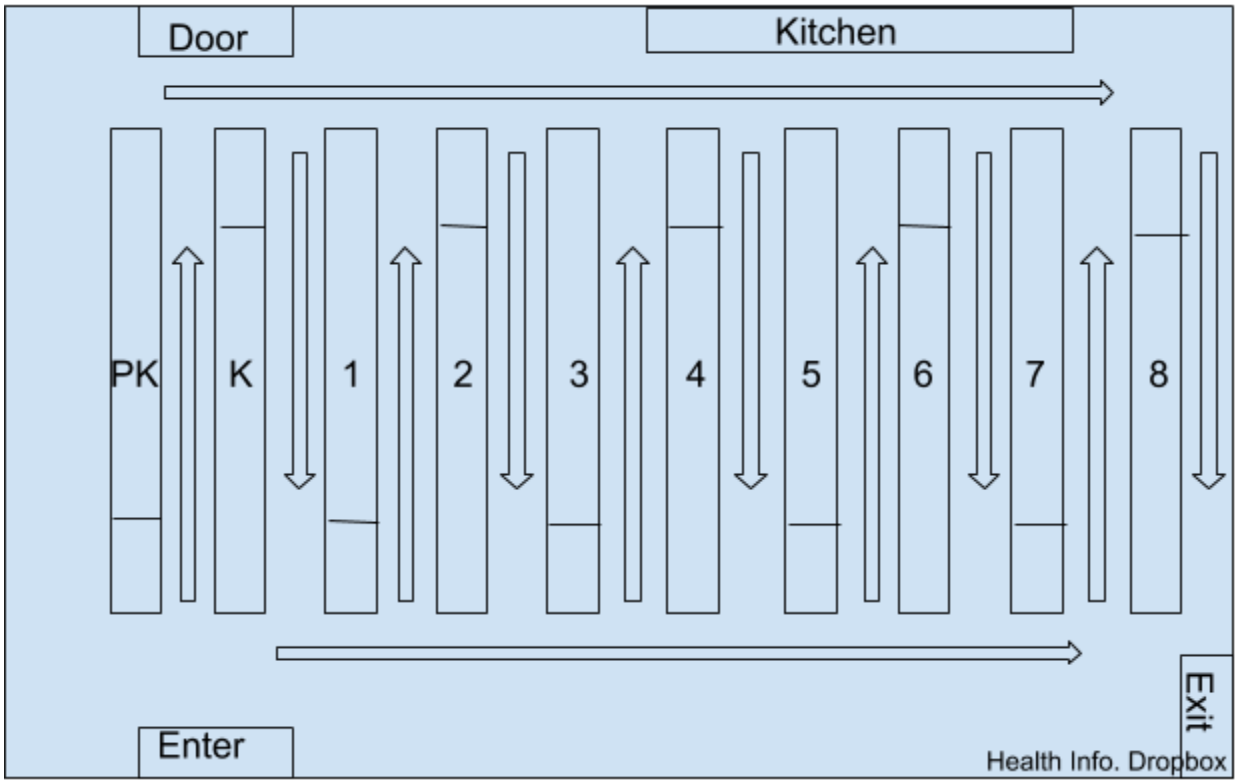
2012 National Blue Ribbon School
P.O. Box 1756
Leonardtown, Maryland 20650

Dear FAW families,

Below is the detailed plan for the end-of-year exchange of materials. In an effort to ensure the safety and well-being of all members of the school community, and to remain in compliance with the regulations of the governor and local health department, the plan has been designed with very specific, strict guidelines. Please read the entire plan and contact me if you have any questions.

- Using this link, each family is asked to sign-up for a scheduled time for the exchange on May 27th, 28th or 29th. This sign-up is very important because the school must keep a record of the names of all people who enter the building and the date/time they are here. Please make every effort to select one of the days/times on this sign-up. Slots are filled on a first-come, first-serve basis and EVERY family must schedule a time. Special arrangements for alternative times will only be made in extenuating circumstances.
- Each family should select **one adult** to make **one trip** to bring school property back to the school and pick up the personal belongings of their student(s).
- School property to be returned should be placed in a bag, labeled on the outside with the student's name & grade and sealed (taped, stapled, etc.) in some way. **Please package items by individual student/grade as opposed to putting all of your family's items in a single bag.**
- The person doing the exchange should park in the main parking lot between the school and the St. Aloysius parish hall.
- To keep things moving in a safe and efficient manner, signs will be posted to direct the flow of foot traffic. The exchange is intended to be as brief as possible and no one should congregate or stop to engage in conversations.
- The family representative must wear a mask or face covering and will then enter the side door of the gym where car riders typically enter and exit.
- Once inside the gym, proceed to the row of the tables marked with the grade of your student. Arrows will indicate the one-way path between tables.
- Place the bag of items you are returning on the designated table and then pick up the bag containing your student's personal belongings. Bags will be labeled with the student name and arranged alphabetically by last name.
- If you have multiple students, proceed to the next table and repeat the bag drop-off and pick-up step.
- Follow the signs/directions for exiting the gym through the door on the far end, back corner - opposite from where you entered.
- It is recommended that you allow the materials you received from the school to remain sealed in the bag for a minimum of 72 hours before unpacking them.

Additional information for families who will be picking up items from Nurse Bates:

- All health items (Epi-pens, inhalers, medications, etc.) will be in a separate paper bag.
- A sheet listing the contents will be stapled to the bag.
- The parent should check the items in the bag, sign and date the sheet and return it to the designated dropbox as you exit the gym.

Please see the diagram of the gym to help you to navigate your movement when you arrive at your scheduled drop-off/pick-up time. Faculty/staff members will also be present to assist you.