



## Pine Brook School

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May 19, 2020

Dear Pine Brook Parents/Guardians,

Outlined below are all the details regarding picking up your child's belongings from his/her locker or classroom as well as the MEMS backpack and magnet as provided by the PTA. The plan for dropping off school materials is also described below. All exchanges are contactless and require that you come on your assigned day during your assigned time. Please review very, very carefully. This is a procedure we have never implemented before, so we graciously ask for your cooperation, flexibility, and understanding through this process.

### **Do I get to select when I want to come?**

Times and days are pre-arranged for everyone. Pickup/dropoff will be arranged by homeroom. Please **do not** come outside of your assigned time or date provided for that homeroom. If you do not pick your child's items up during the scheduled time, they will be discarded. The schedule is outlined below.

### **What if I have more than one child in the school? Do I come at a different time for each child?**

For families with multiple children at Pine Brook, you can come at either time slot. Please tell the check-in person that you have multiple children at PB.

### **What if I have medication to pick up and sign-out from the nurse?**

**If you have medication to pick up from the nurse**, please come during that scheduled time slot which is for medication pickups. The nurse will have your child's belongings (and the belongings of any siblings) from the lockers to give to you when you sign out your child's medication. You do not come at the scheduled time for your child's class. The nurse will show you the medication, place it in the bag, sign off, and put it in the trunk of your car.

### **What should I expect when I arrive?**

This is a new procedure for all of us. When you arrive, please be patient as we do expect a line of cars and potential wait time. Please enter the Pine Brook parking lot at the side entrance and go all the way to the back field. Curve around and drive back toward Pease Rd. until you see the security officer. The security officer will then direct you to the station for pick-up. When you pull up, stop at the labeled post, and leave space so the car in front of you can open up its trunk; please roll down the passenger side window and remain in the car at all times. Someone will ask for your child's name, locker number and homeroom teacher. For safety, we ask that all other windows remain up and all persons remain in the car. If you are also picking up for siblings, give all names, locker numbers and homerooms at that time too. If you are only picking up the PTA gifts, please notify us right away. We ask that you open the trunk of the car **without getting out of the car** as this is where the items will be placed and this will be done contactless. It is important that you **do not park or do not get out of the car in this area**. This is curbside pickup, and someone will place the items in your trunk for you. We also ask that you do not

engage in conversation with school personnel, as we are hoping to minimize wait times at school. Any questions can be sent to [jszustowicz@mersnj.us](mailto:jszustowicz@mersnj.us) or [arogers@mersnj.us](mailto:arogers@mersnj.us).

**What if I have library books, books that belong to the teacher, or other curricular materials that belong to the school? (Workbooks can be recycled and do not need to be turned in.**

Bring these with you. We have containers to put them into. They will remain in the containers until they are safe to handle.

- Items belonging to the teacher must be in a bag labeled with the teacher's name. This includes textbooks.
- Library books need to also be placed in a separate bag with your child's first and last name on the bag.

You will be asked to pull up after receiving your items in your trunk. There will be boxes placed in the front of the overhang. For this next step, you will need to pull over and get out of the car to drop the books into the bins.

**What should I do with my Chromebook?**

Your children will need their chromebooks until June 19th, the last day of virtual learning. Upon the conclusion of the school day on June 19th, the district will remotely deactivate these devices so they can not be utilized over the summer. Please keep these devices in a safe place over the summer. When school resumes in the fall, your child will utilize this chromebook at MEMS. *NOTE: If your child is attending the MERS summer school program, the Chrome Book will remain activated.*

**What should I do with my District Owned Instrument?**

This will be organized separately since your children will need to use them until mid June. Stay tuned for information from Janice Brown, Music Supervisor.

**How do I obtain my MEMS bag and magnet, as well as my yearbook and/or field day shirt if ordered.**

The PTA has ordered a MEMS bag and magnet for every Pine Brook student. You will be able to pick these up during your assigned time only. Please review "[What will I expect when I arrive?](#)" above to see procedure for picking up these materials.

\*\*The PTA is organizing their own off site distribution of Yearbooks and Field Day shirts for those who ordered on the same day! Please watch for their notification.\*\*

**Wednesday, May 27th**

**Parents Picking Up Medication for Students** (Read above: You will also receive PTA backpack and magnet as well as materials today.)

9:00-9:30 am- Teams 1 and 2 \*\* Only for those picking up medication!

9:30-10:00am- Teams 3 and 4 \*\* Only for those picking up medication!

10:00-10:30am- Teams 5 and 6 \*\*\* Only for those picking up medication!

**Wednesday, May 27th: Team 1** - See "What should I expect when I arrive?" located above.

Zammit/Smith 12:15-12:45

Morgan 1:00-1:30

DeFilippis 1:45-2:15

Weag 2:30-3:00

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**Thursday, May 28th: Team 2** - See "What should I expect when I arrive?" located above.

Jonas 8:30-9:00

Podel 9:15-9:45

LaCarrubba 10:00-10:30  
Silva-Gonzalez 10:45-11:15

**Thursday, May 28th: Team 3** - See "What should I expect when I arrive?" located above.

Carrigg 12:15-12:45  
Martin 1:00-1:30  
Wind 1:45-2:15  
Carroll 2:30-3:00

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**Monday, June 1: Team 4** - See "What should I expect when I arrive?" located above.

Laufer 8:30-9:00  
Ritzer 9:15-9:45  
DiGiso 10:00-10:30  
Pellizzari 10:45-11:15

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**Monday, June 1: Team 5** - See "What should I expect when I arrive?" located above.

Lustig 12:15-12:45  
Linder 1:00-1:30  
Crosby 1:45-2:15  
Watts 2:30-3:00

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**Tuesday, June 2: Team 6** - See "What should I expect when I arrive?" located above.

Hadgis 8:30-9:00  
Leschen 9:15-9:45  
King 10:00-10:30  
Capomaggi 10:45-11:15

Thank you,  
Julie Szustowicz  
Principal