



Central Bucks School District

# Florence D. Titus Elementary School

Pride • Respect • Individual Responsibility • Determination • Empathy

Dear Titus Families,

Thank you for your extraordinary support and kindness in these challenging times. The words of praise for our school and our teachers have been deeply appreciated.

As many of you know, the Titus teachers are spending this week cleaning out their classrooms and preparing student belongings for distribution. Our student item retrieval will take place beginning on **Wednesday, May 27<sup>th</sup>** and will occur alphabetically by student's last name. This will ensure that families with multiple children will only need to drive through the pick-up line once. Items that are bagged for retrieval are items left in your child's desk or student work on display the classroom. We will not be accepting any items that you may currently have at home such as library books, textbooks, supplies, etc. We will make arrangements for those items at a later date.

In accordance with state mandated guidelines, we will be practicing social distancing during this retrieval and limiting the number of staff members assisting during these days. All employees will be wearing masks and gloves and will be stationed with plenty of space between each person. We are asking that all parents remain in their cars and follow our directions to ensure the safety of all community members.

## **Student Belongings – Retrieval Schedule and Drive Through Procedures**

### **Retrieval Schedule**

#### **Tuesday, May 26<sup>th</sup>:**

- Lunch Distribution will occur from 10:30am to 12:30pm due to the Memorial Day Holiday.

#### **Wednesday, May 27<sup>th</sup>:**

- 8 AM – 10 AM: Last Names A and B
- 10 AM – 12 PM: Last Names C and D
- 1 PM – 3 PM: Last Names E, F, G, and H

#### **Thursday, May 28<sup>th</sup> (Lunch distribution will take place at South and West on this day):**

- 8 AM – 10 AM: Last Names I, J, K and L
- 10 AM – 12 PM: Last Names M
- 1 PM – 3 PM: Last Names N, O, P, and R

#### **Friday, May 29<sup>th</sup>:**

- 8 AM – 10 AM: Last Names S
- 10 AM – 12 PM: Last Names T, U, V, W, Y, and Z

### Drive- Thru Procedures

1. Please place a name placard in your front passenger windshield with your child(ren)'s last name.
2. You will enter the Titus Main Parking lot and will be directed to go through the parking lot, wrap around the car line, and follow around to the stop sign at the end of the Titus driveway. This is to keep our lines moving and get as many cars into our parking lot and off Barness/611 as possible.
3. When you pull to the stop sign, please wait for the direction of the staff member to direct you to the proper number cone in the bus loop.
4. Please always remain in your car.
5. You must have your trunk popped or passenger side window down for our staff members to place the items in your car.
6. Once you have your child(ren)'s belongings, please proceed out of the bus loop and on to Barness.

**\*\*\*Medication retrieval will take place on Tuesday, May 26<sup>th</sup> and information will be communicated directly from our nurse, Mrs. Donovan.\*\*\***

As always, we thank you for your patience and support during this time. We appreciate in advance your support and cooperation as we work to make sure your items are returned in the safest manner possible.

Take care and stay well,

Mrs. Bridget M. Pustay

Titus Elementary Principal