

JCE Drop-Off Tag

Print, cut, complete and tape a tag to each item returned. (If you cannot print, legibly write the information on a separate sheet of paper and tape to each item.)

Circle Area: Classroom Teacher, Gifted Teacher, Library, Mrs. Hoban, Mrs. Barnes-Miller, Office, Nurse, Art, Music, YMCA, PTA

This belongs to:

Staff Name/Grade

From

Student Name

Notes:

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Protocols and procedures for items left at school to be picked up and for items to be dropped off at JCE. This will be a drive-through process where you will remain in your vehicle the entire time.

Wednesday, May 20th, students with last names beginning with A-D from 8:00 a.m. to 11:00 a.m. and students with last names beginning with E-K from 12:00 p.m. to 3:00 p.m.

Thursday, May 21st, students with last names beginning with L-R from 8:00 a.m. to 11:00 a.m. and students with last names beginning with S-Z from 12:00 p.m. to 3:00 p.m.

If you need to schedule a different time, please call (937) 384-0510 to make arrangements and we will do our best to meet your individual needs. *Any and all items not picked up from school by 5/31/2020 will be donated to charity.*

JCE teacher volunteers will be following strict safety protocols to assure safety. This will include them wearing masks, gloves and adhering to social distancing protocols established by Governor DeWine. We ask that you follow safety protocols as well. Unfortunately, this will not be a time for hugs, pictures, etc.

In order to expedite the process, please fill out the information on the return tags that were attached to the email sent to parents on 5/13/2020 as well as what is posted on our portion of the district's website.

Drop-Off and Pick-Up Procedures

This procedure will be exactly how we dismiss and run our car riders for PM pick-up. For your convenience, a map is also attached to the email sent on 5/13/2020. There will be cones set up for you to park your vehicle in front of and ask that you stay at this specific cone until an employee closes your trunk.

- **Stay in your vehicle – we will come to you**
- **Use your "Car Rider" sign or create a sign that displays your child's last name and classroom teacher**
- **Release your trunk and a staff member will take your bagged and labeled item(s) from this area**
- **Another staff member will go to your child's classroom to pick up any items left at JCE**
- **After your car is loaded, a staff member will close your trunk.**
- **Check your mirrors and look into the left lane before you use this lane to slowly exit**

Entrance the JCE from Crains Run Rd. is prohibited as well as being blocked for through traffic at this time.

Jane Chance Elementary School supply pick up and drop off. May 20th A-D 8:00-11:00, E-K 12:00-3:00. May 21st L-R 8:00-11:00, S-Z 12:00 – 3:00.

