



Gateway Elementary School

Chromebook/Library Book Return and Pick up of Student Belongings Schedule

***We will not be collecting paper packets of student work.**

**Please attempt to follow the schedule that follows the guidelines below, however if you are unable to follow the schedule below due to home/work circumstances, please call 355-5200 to schedule an appointment. Thank you!*

Procedures:

***For safety, procedures will follow social distancing protocol which includes:**

- **One adult or student (5th grade or older) per family should be designated to drop off Chromebooks and library books and pick up student belongings. Staff will be in the car line to watch any children left in the car. This person must wear a mask and gloves, be symptom free, without a fever, cough, or shortness of breath (fever is a temperature of 100.4 or greater).**
- Please stay in your car in the car line until a staff member has directed you to come in.
- All student belongings will be packed prior to your pick up date, and ready for a quick pick up process.
- No More than 15 people will be allowed to enter the building at one time, and no more than 2 people will be allowed in the pickup areas. Please join the carline when you arrive. Our staff will direct you to the pick up/drop off areas for your grade level.
- After exiting the building, please enter the bus loop if you wish to purchase yearbooks (\$22.00 each, exact change or checks only please), or to **return** registration forms for daycare. Daycare forms will be emailed to you by request, so please contact mbunch@greenville.k12.sc.us if you are interested in registering. Social distancing guidelines will be followed.
- Doors will be propped open, so that no one will have to touch the door handles.
- Staff will be stationed in the hallway and in the drop off areas to monitor social distancing protocol. As a reminder, we will maintain a distance of **no less than 6 feet from each other.**
- Thank you for understanding that our restrooms will not be available for public use.



Gateway Elementary School

Chromebook/Library Book Return and Pick up of Student Belongings Schedule

Directions for specific grade levels. Our staff will direct you to the doors that you will access to enter and exit the building. Doors to enter and exit the building are different in some grade levels, please read.

- Parents with students in 4k, K5, and Mrs. Pott's class will be directed to enter through the side door, behind the first and second grade playground, and exit through the back doors that lead to the main playground).
- Parents with students in 1st, 2nd and Mrs. Bennett's Class, will be directed to enter through the right side door (facing our building this is on the right-students often enter through this door from the car line), and exit through the door that leads to the 1st and 2nd grade playground)
- Parents with students in 3rd grade will be directed to enter and exit through the main front doors .
- Parents with students in 4th grade will be directed to enter and exit through the left side door that leads directly to the 4th grade hallway (facing our building, this door is on the left, just past the bus loop)
- Parents with students in 5th grades will be directed to enter and exit through the second left side door that leads directly to the 5th grade hallway.
- **Parents with students in multiple grades will be asked to begin pickup with the youngest child and end with the oldest child. These parents will enter the building through the designated door for their youngest child, and exit through the designated door for their oldest child. These parents will use the main hallways to reach each child's grade level.**

Thank you for your cooperation in keeping everyone safe :). We miss you all and can't wait to see everyone soon!

Alphabetical Schedule for Pick up

Monday, June 1st Time:	Last Names Beginning With:	Monday, June 1st Time:	Last Names Beginning With:
8:00-10:00	Last names: A-B	12:00-2:00	Last names: E-F
10:00-12:00	Last names: C-D	2:00-4:00	Last names: G-H



Gateway Elementary School
Chromebook/Library Book Return and Pick up of Student
Belongings Schedule

Tuesday, June 2nd Time:	Last Names Beginning With:	Tuesday, June 2nd Time:	Last Names Beginning With:
8:00-10:00	Last names: I-J	12:00-2:00	Last names: M-N
10:00-12:00	Last names: K-L	2:00-4:00	Last names: O-P
Wednesday, June 3rd Time:	Last Names Beginning With:	Wednesday, June 3rd Time:	Last Names Beginning With:
8:00-10:00	Last names: Q-R	12:00-2:00	Last names: T-U
10:00-12:00	Last names: S	2:00-3:30	Last names: V-W
		3:30-4:30	X-Y-Z