

Dear Bishop Leibold Families:

Greetings from the lonely staff at BLS! The information below outlines the plan for student materials pick-up and school material drop-off. Please read through all parts carefully. In an effort to maintain social distancing and protect our families and our staff, please adhere to the following procedures and schedule.

When is pick-up/drop-off scheduled?

Items can be picked up from both buildings on Friday, May 29 according to your assigned times listed below. Please see the table below to identify your assigned time. The schedule is listed alphabetically according to the student's last name.

Grade	A-E	F-J	K-O	P-T	U-Z
PS-PK	8-9 AM	9-10 AM	10-11 AM	11-12 PM	12-1 PM
K	9-10 AM	10-11 AM	11-12 PM	12- 1 PM	8-9 AM
1	10-11 AM	11-12 PM	12 -1 PM	8-9 AM	9-10 AM
2	11-12 PM	12-1 PM	8-9 AM	9-10 AM	10-11 AM
3	12-1 PM	8-9 AM	9-10 AM	10-11 AM	11-12 PM
4	8-9 AM	9-10 AM	10-11 AM	11-12 PM	12-1 PM
5	9-10 AM	10-11 AM	11-12 PM	12- 1 PM	8-9 AM
6	10-11 AM	11-12 PM	12 -1 PM	8-9 AM	9-10 AM
7	11-12 PM	12-1 PM	8-9 AM	9-10 AM	10-11 AM
8	12-1 PM	8-9 AM	9-10 AM	10-11 AM	11-12 PM

Please note- you will pick up and drop off materials at your student's respective campus. If you have students spanning multiple grades/buildings please choose a time that works best out of your assignments and pick up all materials during that hour. If you are unable to make your time slot, please reach out to the family help desk to schedule another time. That email address is help@bishopleibold.org.

What safety precautions are in place? What do we need to do?

Safety is our number one concern when planning our drop-off and pick-up.

- All staff and volunteers will be in masks and gloves. Please consider wearing a mask when we come to your car to exchange items.
- Guidelines require everyone to remain in your car.

What needs to be dropped off to BLS?

Many students have taken home books and supplies that belong to the teacher or school. Items that have been borrowed may include, but are not limited to:

- Library books
- Textbooks (you may keep workbooks)
- Classroom reading books
- Classroom manipulatives
- Chromebooks and charging cords

Please have items you will be returning to school bagged or boxed and clearly labeled with your child's classroom teacher's name.

Where do we go?

Just like the car rider line after school---at the **Our Lady of Good Hope (west) Campus** we will ask you to pull in the alley off of Linden Ave. and turn right into the parking lot. Teachers will bring any personal items that students left in their classrooms and collect what you are returning.

Just like morning drop off----at the **St. Henry (east) Campus** we ask that you enter off of Springboro Pike at the south entrance closest to church. Please proceed in front of school. Teachers will bring any personal items that students left in their classrooms and collect what you are returning.

We will do our best to keep traffic moving along. **Please do not get out of your car nor send your child out of the car.** As much as we'd love to give goodbye summer hugs and high fives, we are not permitted to gather at this time.

While this is hardly how any of us want to say goodbye at the end of our school year, please know that this is the best we can do to do this in a timely fashion for you, exchange materials and actually get a chance to wish everyone a great summer!

THANKS in advance for your cooperation!