

Dear Lewis Families,

We miss you all! Like us, we know you are disappointed to end the year without the excitement of a traditional last day. We are working to create the opportunities we can conduct safely to allow for some closure and send our 4<sup>th</sup> graders on to Orchard with some festive fanfare. Details will follow for our 4<sup>th</sup> Grade Clap Out Parade soon.

**The Last Day of Instruction for Lewis students will be Friday, May 29.**

We will use the week of June 1-4 for closure activities and to allow for well-spaced schedules for the pick-up and drop-off of school materials, technology devices, personal items and projects.

Your child's teacher will reach out directly to schedule an appointment to come to school the week of June 1-4. Appointments will be available between 8 a.m. and 3 p.m. on Monday and Wednesday and between 11 a.m. and 6 p.m. on Tuesday and Thursday. If you have more than one student at Lewis, please schedule an appointment time with your oldest child's teacher. Then just inform your family's other teachers of the time you scheduled. You will visit all classrooms for your children in just one appointment time.

Only one family per classroom will be scheduled at a time. Parents are encouraged to arrive at exactly the time of their appointment. Families with students in grades K, 1 and 2 should park in the main lot and families in grades 3 and 4 should park in the playground lot.

Please follow the signs and enter the building as noted below. Adults only may enter the building and must wear a mask or face covering.

**Entrances:**

Grade K and Mrs. Trinetti - Door 2

Grade 1 - Door 1

Grade 2 - Door 4

Grade 3 - Door 11

Grade 4 and Mrs. Patton - Door 10

**Materials Pick Up:** Our Lewis staff will pack up your child's personal items from the classroom and from their desk in a large transparent bag prior to your arrival. Please look for the bag marked with your child's name outside the classroom door. Please check the bag prior to leaving and if there is something specific that you believe may still be in the classroom, the teacher can try to locate it for you in the classroom. The Lost and Found will not be available.

**Materials Drop Off:** Parents will enter their child's classroom to drop off materials. Although we know it is difficult, the room will be staged to ensure that social distancing requirements can be maintained and to make your time in the classroom and school as efficient and quick as possible.

Once inside the classroom, parents will place library and classroom books in a desktop bin and return school-issued Chromebooks and chargers (parents will read the bar code on the device to the teacher). Please return the Chromebook your family borrowed to the classroom of your oldest child.

**Medication Pick-Up:** Any medications students have remaining in the clinic will be picked up in the clinic in the office.

**Fees:** Any outstanding fees can be paid in the office.

**Lunch Account Balances:** Just a reminder that all remaining balances in students' lunch accounts roll over to next year. You may check the balance on your child's EZpay account at any time. Remaining funds can be transferred to a sibling at any other school in the district or families may request a refund. To transfer funds to a sibling or to request a refund, click on the Contact Us Link in EZpay. Select Request Refund/Transfer and complete the online request form. Requests for refunds must be made prior to June 8.

**All student items (except Lost and Found) must be picked up by June 4.**

I will send additional reminders about the procedures as we get closer to June. Please be sure to look for the sign-up from your child's teacher for an appointment the week of June 1. If you have any questions at all, please be sure to contact me.

Mike Acomb, Principal

Lewis Elementary School

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