April 29, 2020

Dear Mountain View Families,

Thank you for your continued support as we all help students to learn from home.

Several students and families have asked about the retrieval of personal belongings left at school. I am happy to share with you the plan for collecting those items next week.

**Schedule:**
- **Tuesday, May 5:** 10:00 AM - 2:00 PM - last names A - I
- **Wednesday, May 6:** 10:00 AM - 2:00 PM - last names J - Q
- **Thursday, May 7:** 10:00 AM - 2:00 PM - last names R - Z

**Directions:**
1. All items will be distributed in the parking lot on the east side of the building. Students and parents will not be allowed in the building.
2. Enter the parking lot and follow the cones to the stop sign. If there are other cars waiting, pull in behind them.
3. When you have reached the stop sign, provide the name of your student(s) to a school staff member.
4. Student items will be placed on a table near the building.
5. Drive to the table and pick up your items.
6. Deposit any library books in the blue tubs.
7. Deposit any bus safety vests into the marked tub.
8. Take a food bag if you want to.
9. Drive away safely and have a great day!

**Please note:**
Teachers have done their best to identify student belongings and bag and label them accurately. Classroom items that were not labeled with student names (shoes, jackets, etc.) will be placed into the lost and found and will be available at the beginning of next school year. After Thursday afternoon, any unclaimed items will also be placed into the lost and found.

Sincerely,

Christopher Woodward, Principal