Dear Norwood School Families,

In order to support a successful start to the school year, we have materials to distribute that students will need in order to engage in virtual instruction. Due to the large amount of materials that will be distributed, we will not be able to accommodate distributing materials for multiple families to one person.

You may choose the pick-up date and time that best meets your needs:

- **Thursday, September 3rd** from 11 a.m. - 3:00 p.m.
- **OR**
- **Wednesday, September 9th** from 2:00 p.m. – 6:00 p.m.

In order to protect yourself and our staff, please be sure to do the following:
- Wear a face covering when you come to school.
- If you drive to the school, remain in your vehicle unless you are directed to exit.
- If you walk to school, please follow the designated signs to pick-up materials.
- While at school, please remain at least six feet away from other people.
- Do not bring friends with you; leave children at home under the supervision of other family members, if possible.
- Finally, if you are ill or under isolation or quarantine because of your own illness or close contact with an individual with COVID-19, please do not come to school. Please contact the school to make alternative arrangements.

The drive-through distribution site will be located in the Norwood Bus Loop. Our pick-up/distribution will be divided into three stations: **Check-in, Materials pick-up, and Device distribution**. There will be staff and signage to help guide you through this process.

The general guidelines for each station are listed below:

<table>
<thead>
<tr>
<th>If you drive to school…</th>
<th>If you walk to school…</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STATION #1 – Check-In</strong></td>
<td><strong>STATION #1 – Walk-up</strong></td>
</tr>
<tr>
<td>• Station #1 will be marked with an orange cone and signage.</td>
<td>• Walking families should report to the table labeled, “Walk-Up” to verify student information. A staff person will check your name and direct you to the materials pick-up station.</td>
</tr>
<tr>
<td>• If you drive to school, please have the first and last name(s) of your student(s) and grade clearly written on a large piece of paper and place it on your dashboard. A staff person will</td>
<td></td>
</tr>
</tbody>
</table>
check your name and direct you to the next station.

**STATION #2 – Materials Pick-up**
- Station #2 will be marked with an orange cone and signage.
- Remain in your car.
- A staff member will retrieve your student’s materials/resources.
- If you are able to open your trunk without getting out of your car, our staff will place your child’s materials in the trunk of the car. (preferred)
- If you are unable to open your trunk without getting out of your car, our staff will place your child’s materials on the back seat.
- A staff member will direct you to the device distribution station if needed.

**STATION #3 – Device Distribution**
- Station #3 will be marked with an orange cone and signage.
- Students who did not receive a device in the spring will be issued a device (pending delivery from BCPS).
- Remain in your car.
- If you are able to open your trunk without getting out of your car, our staff will place your child’s materials in the trunk of the car. (preferred)
- If you are unable to open your trunk without getting out of your car, our staff will place your child’s materials on the back seat.

Thank you for your patience and cooperation with this process. Should you have any questions please contact me via email at cstafford2@bcps.org.

Sincerely,

Candice Stafford
Principal