



May 29, 2020

Dear Families,

Thank you for all your support and continued engagement as we move into the remaining weeks of our school year. We recognize that the closing of our buildings was sudden, and as a result, students left belongings behind in their desks and classrooms. Over the last two weeks our teachers have cleaned their classrooms and organized these items into individually labeled bags.

We also recognize that you may have some items that need to be returned to the school. In an effort to keep everyone safe and be as efficient as possible, we have developed a drive-thru pickup and drop off on June 4th and June 5th. Please note that we have scheduled families alphabetically based on last name, as opposed to grade level, to minimize your trips to the school.

If you have classroom books or resources that need to be returned, we ask that you utilize the following guidelines for safety and organization:

Classroom Books/Materials: Bag items and clearly label with the teacher's name and your child's name

AIS/Reading Room Books: Bag items and clearly label with "Reading Room" or the AIS teacher's name and your child's name

Library Books: We will have a cart at the drive-thru location (no bag or labeling required)

Chromebooks and other electronic devices should not be returned until after the school year ends.

We will reach out to families who received electronic devices with a plan for return of those items.

Please see the attached schedule for your family's pickup and drop off date, time and location. We understand that people are still working and in the event that you can not make your scheduled time, please call the CES Main Office at 518-732-7755

Thank you,

Mr. Derby and Mrs. Rosher



CES Student Belonging Pickup and Drop off Schedule

Thursday, June 4th

Time Window	Beginning Letter of Last Name	Drive-thru Location
8:30am - 11:00am	A, B, C	Bus Loop (Accessed from Ransom Ave)
	D, E, F	Parent Drop Off Loop (Accessed from Campbell Ave)
1:00pm - 3:30pm	G, H, I	Bus Loop (Accessed from Ransom Ave)
	J, K, L	Parent Drop Off Loop (Accessed from Campbell Ave)

Friday, June 5th

Time Window	Beginning Letter of Last Name	Drive-thru Location
8:30am - 11:00am	M, N, O	Bus Loop (Accessed from Ransom Ave)
	P, Q, R	Parent Drop Off Loop (Accessed from Campbell Ave)
1:00pm - 3:30pm	S, T, U	Bus Loop (Accessed from Ransom Ave)
	V, W, X, Y, Z	Parent Drop Off Loop (Accessed from Campbell Ave)