Dear families:

As the end of the school year approaches, we know many families have questions about material pick up. We are writing to share our procedures for picking up your child’s supplies and dropping off school materials.

One grade level will be scheduled per day for this purpose. Please follow the protocol below to ensure a safe and smooth process:

- All staff members will be wearing gloves and a mask.
- Tables will be set up in the school parking lot by classroom teacher name.
- Please place your child’s last name and teacher on the dashboard of your car (ie. Jones - 4B)
- Pull up to each table and wait in your car for items to be handed to you.
- Bags labeled with your child's name will be handed to you when you pull up.
- YEARBOOKS: If you ordered a yearbook, your child’s yearbook will be included with your child’s materials.
- Please have materials (library books, teacher materials, or otherwise) needing to be returned to Lannon in a bag with your student’s name. A staff member will collect the materials from your vehicle.
- For families needing to pick up meds, please contact Ann Wodarczak (wodaan@hamilton.k12.wi.us) to arrange med pick up.
- Please keep the line moving so that all materials can be picked up in a timely manner.

DATES:
June 5 - Kindergarten
June 8 - First grade
June 9 - 2nd grade
June 10 - 3rd grade
June 11 - 4th grade

Time: 10:00-noon

If you have multiple students and wish to pick up all materials at once then plan to come on the latest day you are able as materials are finalized by grade level on the day of pick up (for instance, 4th grade materials won’t be ready until June 11).

Thank you for your ongoing support and flexibility as we navigate this unusual experience. If you have questions about this process, please reach out to Mr. Balfany or the Lannon office.

Thank you,

Brian Balfany