



Central Bucks School District

## Florence D. Titus Elementary School

Pride • Respect • Individual Responsibility • Determination • Empathy

Dear Titus Families,

Thank you for your extraordinary support and kindness in these challenging times.

As many of you know, the Central Bucks School district will be distributing devices to all of our students in the elementary schools. Our student device distribution and material distribution will take place on **Tuesday, September 1<sup>st</sup>** and will occur alphabetically by student's last name. This will ensure that families with multiple children will only need to drive through the pick-up line once. Items that students may need during virtual learning will be packaged in a CB drawstring bag and distributed with the devices on September 1<sup>st</sup>.

In accordance with state mandated guidelines, we will be practicing social distancing during this retrieval and limiting the number of staff members assisting during these days. All employees will be wearing masks and will be stationed with plenty of space between each person. We are asking that all parents remain in their cars and follow our directions to ensure the safety of all community members.

### **Student Device and Material Distribution – Schedule and Drive Through Procedures**

#### **Distribution Schedule**

##### **Tuesday, September 1<sup>st</sup>:**

- 8 AM – 9 AM: Last Names A, B, and C
- 9 AM – 10 AM: Last Names D, E, F, G, and H
- 10 AM – 11 AM: Last Names I, J, K, L, and M
- 11 AM – 12 PM: Last Names: N, O, P, Q, R, and S
- 12 PM – 1 PM: Break
- 1 PM – 2 PM: Last Names: T, U, V, W, X, Y, and Z
- 2 PM – 3 PM: Open time for anyone who could not make their time slot

#### **Drive- Thru Procedures**

1. You will enter the Titus Main Parking lot and will be directed to go through the parking lot, wrap around the car line, and follow around to the stop sign at the end of the Titus driveway if traffic is heavy. This is to keep our lines moving and get as many cars into our parking lot and off Barnes/611 as possible.
2. When you pull to the stop sign, please wait for the direction of the staff member to direct you into the bus loop.
3. Please always remain in your car.
4. You must have your trunk popped or passenger side window down for our staff members to place the items in your car.
5. Once you have your child(ren)'s belongings, please proceed out of the bus loop and on to Barnes.

**\*\*\* If you are unable to retrieve your device during your assigned time, please contact the main office at 267-893-4501 to make arrangements prior to the start of the school year on September 8<sup>th</sup>. \*\*\***

As always, we thank you for your patience and support during this time. We appreciate, in advance, your support and cooperation as we work to make sure your child(ren) are prepared with their devices/materials prior to the start of the school year.

Sincerely,

Mrs. Bridget M. Pustay

Titus Elementary Principal