

Orchard Park Central School District

2240 Southwestern Blvd. West Seneca, NY 14224



Matthew McGarrity
Superintendent

www.opschools.org
(716) 209-6200

June 4, 2020

Dear Ellicott Parents and Guardians:

As the school year comes to a close, we need to return student belongings that are still in the building, and collect any school items that are currently at home. Teachers and staff have gathered your children's items and they are bagged and ready for pick up. Also included will be the books ordered for the author's visit. We are hopeful that we will have the yearbooks in time to be included with the students' material pick up as well.

On **Thursday, June 18, and Friday, June 19, between 9:00 A.M. and 3:30 P.M.**, we will invite groups of families to come to Ellicott to collect your children's belongings and to return any school items - library books, classroom books, etc. Classroom teachers will provide additional guidance on what else may be needed for return, but please have items labeled with the teacher's name and your child's name. *Students are able keep Chromebooks over the summer.*

Here are the details for this process:

- Students' belongings have been organized by modified bus routes, keeping families and neighborhoods together. The routes are similar to the afternoon bus routes from the school year, but some adjustments needed to be made by the Transportation Department.
- *Families will receive an email by Friday, June 12, with the modified route number and scheduled day and time for pick up.*
- When arriving at the parking lot at your designated time, follow the signs and directions from staff. A map is on page 2 for your convenience.
- Proceed to the **Check-in Station at the front of the building entrance by the flagpole.**
 - Inform Ellicott staff whose materials you are picking up. If you are picking up items for a neighbor, be sure to let staff know that name too.
- Proceed to the **Pick-up station, at the side of the building by the playground side door.**
- A staff member will put your student materials into the vehicle and retrieve any books or other school items that are being returned. Please remain in your vehicle.
- Safely exit the parking lot and Ellicott Road and have a safe summer!

Please be assured that these procedures ensure contactless return of items, following all recommended health and safety protocols, including the use of masks, sanitizing, and social distancing.

If there are any conflicts with your assigned time, please consider asking a neighbor or relative to pick up your child's belongings. If that is not possible and other arrangements are required, please contact [Mr. Dolce](#) as soon as possible.

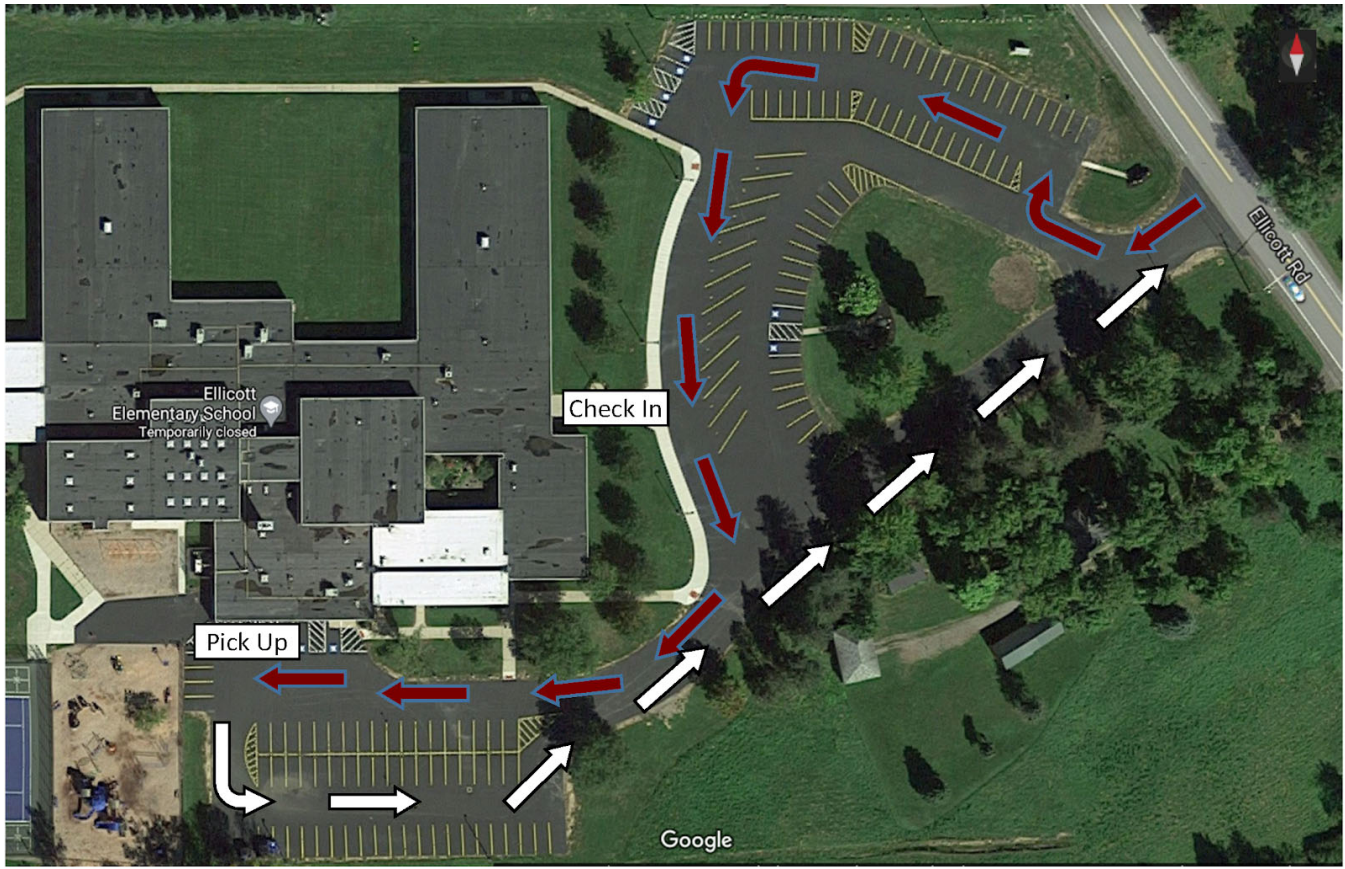
Thanks for your support,

Mr. Pietrantone, Principal

Paul Pietrantone
Ellicott Elementary Principal

Ellicott Road Elementary
5180 Ellicott Road, Orchard Park, NY 14127
www.opschools.org/ellicott

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