

May 29, 2020

Dear Allen Road Parents;

We are making final preparations for the end of the school year. As a reminder, instruction will end on Monday, June 15, and student report cards will be available on SchoolTool, Monday, June 22.

The established dates/times for students to return to Allen Rd to pick up personal possessions, are listed below. We are asking our NSCSD families to return the Chromebooks and chargers, library books and textbooks, that may have been loaned, during the closure. These items are valuable district materials and learning resources for our students.

Mrs. Werksman, our school nurse will be available for parents who need to pick up their child's unused medication. School nurses may only release medication to parents, and we will ask you to sign a form indicating the return to you.

Please see the chart below for your child's scheduled time:

Date	Time	Students who Should Report for Pick-Up /Drop Off
Monday, June 15	8-10 am 10-12 12-2 pm 2-4	<b>Kindergarten:</b> Mrs. McCarthy and Mrs. Jerome Mrs. Conese and Mrs. Nicolette <b>1<sup>st</sup> Grade:</b> Mrs. Burns and Mrs. Corrado Mrs. MacKenzie and Miss. Corwin
Tuesday, June 16	8-10 am 10-12 12-2 pm 2-4	<b>2<sup>nd</sup> Grade:</b> Mrs. Henty and Mrs. Emond Mrs. Collins and Mrs. Kocher <b>3<sup>rd</sup> Grade:</b> Ms. Finger and Mrs. Nelson Mrs. Schulz and Mrs. Rourke
Wednesday, June 17	8-10 am 10-12 pm	<b>4<sup>th</sup> Grade:</b> Mrs. Guthrie and Mrs. Welsh Mrs. Barzee and Mrs. Siano
		If you are unable to come during the assigned time, please call, and we will find a time that works. (315-218-2302)

We ask all parents and students to:

- Drive to the Allen Rd front circle, and pull ahead to the end of the driveway, where you will see your teacher. Place a sheet of paper with your **child's name** on the dashboard, for easy identification.
- **Stay in your car, with the windows rolled up; have the Chromebooks/chargers/library and textbooks in the trunk.** When you pull up to where the teachers are located, pop the trunk. We will remove the items you are returning, and place your child's personal belongings in the trunk. We hope to have the yearbooks to you, as well. Mrs. Werksman will be next in line, if you are signing for meds.

Students who have borrowed a musical instrument are asked to return that instrument to Allen Road on **Thursday June 4, from 9-11 am**, for assessment and repairs.

As always, we appreciate your continued support and hope that the 2020-2021 school year will find us back in the building, working together to fulfill the district mission of supporting and educating all of our children.

It has been my pleasure to work with the faculty, students, and staff at Allen Rd. On behalf of all of us, I would like to congratulate Mrs. Sandy Schulz who retires with 30 years of dedicated teaching, and extend a welcome to incoming principal, Emily LaFountain who comes on board July 1. All my best for a fun filled summer!

Sincerely,

Olivia Cambs  
Principal; Interim