

Caroline Wenzel Communication to families

Dear Wenzel Families,

I hope you are all keeping safe and well. As we start this school year, we want to make sure parents and students are able to come to school to obtain first day packets, computers, and learning materials in the safest way possible.

We want to assure you that we are taking every appropriate precaution as recommended or required by the Center for Disease Control (CDC), Sacramento County Public Health (SCPH), and School Insurance Authority (SIA) recommendations, as well as the Governor's Executive Order, so that we do this safely.

All staff will be wearing recommended [cloth face covering](#) and gloves and will have used the [CDC Self-Checker](#) guide to certify that they are without Coronavirus symptoms.

Our plan is to distribute to families through separate walk-up and drive-thru stations through our staff parking lot and at the front drop-off section to the entrance of the school.

If you are planning to walk, we will be strictly applying [physical distancing guidelines](#) in order to keep everyone safe and healthy, which means waiting at least six feet away from the person in front of you. We also ask that all parents wear a mask and gloves. Please use the hand-sanitizer when you arrive at the walk-up station.

When you get to the cone at the front of the line, staff will:

- Call you up the table to show your ID and ask you to indicate your child's name(s).
- A computer and first day packet along with any learning materials will be given to you.
- Please exit with at least 6-feet between yourself and the next parent.

When driving-thru to pick up first day packets, computers, or school supplies, we strongly encourage you to wear a [cloth face covering](#) and gloves to protect yourselves and others during the distribution.

In case you need to access our office, please observe these procedures:

- 1) Please have a mask on when you enter the office. If you do not have a mask, masks are provided at the front office counter.
- 2) Gloves are also provided. You are also welcome to use the hand sanitizer provided at our front office counter.
- 3) Please sign-in and conduct a self-assessment following the directions on the poster on the plastic guard panel.
- 4) Take your temperature with the temperature gun. If you have a temperature greater than 100.4 degrees, please inform the office. Unfortunately, a 100.4 temp will also mean you will need to leave the premises.
- 5) Unfortunately, only staff will be allowed on campus. No visitors.

- 6) If you are experiencing symptoms such as fever, chills, cough, fatigue, body aches, headaches, loss of taste or smell, sore throat, congestion, nausea or vomiting, or diarrhea, please stay home.
- 7) If you develop symptoms while here on campus, please inform the office right away.

The distribution schedule will be organized in staggered intervals. This is to allow for controlled flow of traffic and safety for all parents and staff. Please refer to the schedule below for your date and times.

Time	August 27	Time	August 28
9:30 – 10:00	Seeley	9:30 – 10:00	Russell
10:00 – 10:30	Marshall	10:00 – 10:30	Kato
10:30 – 11:00	Mayberg & Ursini	10:30 – 11:00	Boyd
11:00 – 11:30	McCarthy	11:00 – 11:30	Sanchez & Johnson
11:30 – 12:00	Gray	11:30 – 12:00	Bundy
1:00 – 1:30	Wampler	1:00 – 1:30	Avis
1:30 – 2:00	Yip	1:30 – 2:00	

We are also offering a makeup day of August 31 between 9:00 a.m. and 12:00 p.m. for families who were unable to make the August 27 and 28 dates between 9am.

Please do not come before your window, as materials are organized by teacher for at their designated distribution time.

If you have textbooks that were not returned in June, please return them at your distribution time.

Please note: We are distributing Chromebooks to kindergarten and existing students who did not receive a Chromebook last spring. If prefer to use your own devices, please let us know. If you are dis-enrolling from our school, please have your Chromebook ready for return.

Please bring patience and positivity with you, as these will help ensure the distributions go smoothly. If you have any questions, please don't hesitate to email me at yee-yang@scusd.edu or call our office at (916) 395-4525.

Once again, thank you for your time and attention and your patience. I look forward to seeing our families on those distribution days.

Have a great week!

Yee Yang, Principal
 Caroline Wenzel Elementary