



Louis Wiener, Jr. Elementary School

Where Who I Am and What I Do Make a Difference

June 2, 2020

Dear LWJES Families,

We are now able to hold Family Collection Time! Please review the following information regarding this opportunity to drop off LWJES library books and teacher materials and to pick up student belongings!

NOTE ABOUT CHROMEBOOKS: Students returning to LWJES or CCSD for the 2020-2021 school year, including those students moving to middle school or another CCSD school, may continue to use the Chromebook over the summer. If your family is not returning to CCSD for the 2020-2021 school year, we ask that you drop off any LWES-issued Chromebooks during Family Collection Time.

WHAT: Family Collection Time

WHERE: Drive-Thru Service in Front Driveway (Eldorado Lane)

WHEN: Monday, June 8, 2020, 8:00 a.m. to 4:00 p.m.

Please come to the school during the listed time by LAST NAME:

Hour	Last Name Begins With
8:00 AM	A-C
9:00 AM	D-F
10:00 AM	G-H
11:00 AM	I-M
12:00 PM	N-R
1:00 PM	S-T
2:00 PM	U-Z
3:00 PM	Unable to Come During Assigned Hour



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HOW

- Begin by entering the front driveway from Eldorado Lane.
 - Stay in your vehicle if you are driving.
 - If you walk, approach the pick up area from the flag pole and wait for assistance observing social and physical distancing.
- Be prepared to provide your child(ren)'s first name, last name, and 2019/2020 grade level.
 - We have attached a template to write your child(ren)'s information to help with Family Collection Time.
 - You can print it off and fill it out or just write the information on a blank sheet of paper.
- Your patience is appreciated as we will work as quickly as we can to safely collect and distribute materials!

Step 1: DROP OFF STATION

- **Library Book Collection**-All LWJES library books students have at home and in backpacks will need to be returned during Family Collection Time. The first stop at the assigned Family Collection Time will be to drop off items, including library books. *Library books in student desks have been collected by teachers and delivered to the library.*
- **Teacher's Books & Materials Collection**-If any students have a book from their teacher's library or any other teacher property, they will drop it off at the collection station.
- **Chromebooks (Students Moving Out of District ONLY)**-*Any student who checked out a Chromebook from LWJES who will not be returning to the Clark County School District **must** return the device at their assigned Family Collection Time.* Any students returning to CCSD next year, including students going to middle school or another CCSD school, may choose to continue to borrow the Chromebook over the summer. When CCSD school buildings open, Chromebooks will be collected and returned to their original locations as needed. If a family would prefer not to use the Chromebook after the scheduled Family Collection Time, they may return it at Family Collection Time.

STEP 2: COLLECTION STATION

- **Student Belongings Bags/Yearbooks**-Each student will have their personal items from the classroom, including work and projects, placed in a bag that will be distributed to them during their assigned Family Collection Time. Inside the bag will be any certificates that the school has been able to produce and any purchased copies of the 2019-2020 yearbook.



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Are you not able to make it to our June 8, 2020, Family Collection Time? *Please call the front office between 7:30 a.m. and 2:00 p.m. before June 17th to request a time to drop off materials and collect student belongings!* If you are not able to collect materials before June 17, 2020, we anticipate them being available late in July 2020.

Thank you for your support, flexibility, and understanding during these challenging times! We appreciate you partnering with us and doing what you can. Stay alert for information over the summer, and check our school's website regularly for updates.

With appreciation,

LWJES Faculty



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Family Collection Time Template

Hello, LWJES! Please help us get the belongings of:

First Name

Last Name

2019/2020 Grade