

May 12, 2020

Good Afternoon Burbank Elementary Parents,

Although we still have 3 weeks of school left, we want to make sure your students were able to get their belongings that were left in their desks in the classrooms prior to the school closure. Safety is our number 1 priority and last week teachers collected student belongings from desks. We want to maintain social distancing and have taken proper precautions to keep students, staff and families safe. Student belonging distribution will be on Thursday, May 14 and Friday, May 15th.

With this being said, we need you to come to Drive Thru in the front parking lot of the site. This will be done in a drive-thru fashion, with no need to get out of your car. Staff members will be there to guide you. There will be two lanes, you can go in either of the lanes for pick-up. Burbank front parking lot during your designated time frame based on last name. It is important that you attend during your slotted time. Pick-up times will be as follows on Thursday, May 14 and Friday May 15.

There is no need to get out of your car. Staff members will be there to guide you. There will be two lanes, you can go in either of the lanes for pick-up. Please have your student's 1st and Last name ready along with teacher name. Also, if you have any Library Books from Burbank and Instruments, please bring them on the day of your pick up!

Last Name Pick-Up	Date	Time
	THURSDAY	
Last Name A	Thursday, May 14	8:30 – 9:00 AM
Last Name B	Thursday, May 14	9:00 – 9:30 AM
Last Name C	Thursday, May 14	9:30 – 10:30 AM
Last Name D	Thursday, May 14	10:30 – 11:00 AM
Last Name E and F	Thursday, May 14	11:00 – 11:30 AM
Last Name G	Thursday, May 14	2:00 – 2:45 PM
Last Name I, J & K	Thursday, May 14	2:45 – 3:15 PM
Last Name L	Thursday, May 14	3:15 – 3:45 PM

Last Name Pick-Up	Date	Time
	FRIDAY	
Last Name M	Friday, May 15	8:30 – 9:30 AM
Last Name N & O	Friday, May 15	9:30 – 10:00 AM
Last Name P & Q	Friday, May 15	10:00 – 10:30 AM
Last Name R	Friday, May 15	10:30 – 11:00 AM
Last Name S	Friday, May 15	11:00 – 11:30 AM
Last Name T & U	Friday, May 15	11:30 AM - 12:00 PM
Last Name V	Friday, May 15	2:00 – 2:45 PM
Last Name W, Y, Z	Friday, May 15	2:45 – 3:15 PM