



The Atonement Academy  
CATHOLIC + CLASSICAL

**School Items Handoff Schedule - 3/19 and 3/20**

**Overview.** As we anticipate a transition to our "Remote Learning Plan" and face an indeterminate time away from campus, we would like to extend an opportunity to pick up your child's/children's academic and personal items. Therefore, we have arranged for an orderly and safe handoff to take place on both Thursday, March 19 and Friday, March 20. Each family has been assigned two opportunities to send one representative (a parent or Upper School students only, please) to retrieve items. The handoff schedule by last name is as follows:

**Thursday, March 19**

9 a.m.	Last Names A-D
10 a.m.	Last Names E-G
11 a.m.	Last Names H-K
1 p.m.	Last Names L-O
2 p.m.	Last Names P-S
3 p.m.	Last Names T-Z

**Friday, March 20**

9 a.m.	Last Names T-Z
10 a.m.	Last Names P-S
11 a.m.	Last Names L-O
1 p.m.	Last Names H-K
2 p.m.	Last Names E-G
3 p.m.	Last Names A-D

**Health and Safety.** When you arrive on campus, please follow closely the directions outlined in this document and any verbal directions given by Academy personnel. These protocols have been developed for the health and safety of you and your family, as well as that of our employees and their families.

- Send only one—healthy—family member; family member should come only at time assigned to your family and arrive no later than a quarter past the start of the assigned hour
- We will observe social distancing protocols, including positioning the queue to enter school buildings in the out-of-doors (an umbrella might be wise)
- Plan to queue at the north entrance of the piazza; Atonement staff will be there to direct you
- Be prepared; you may want to bring a bin of some sort, and, if you have older students, locker numbers and combinations will smooth the process
- As of now, no make-up dates are planned