

Quibbletown Middle School
99 Academy Street
Piscataway, N.J. 08854

William J. Gonzalez
Principal

Andrew Kehoe
Assistant Principal

Dr. Frank Ranelli
Superintendent of Schools

June 5, 2020

Beginning on Tuesday June 9th we will begin the process of returning student personal items, and collecting textbooks, library books, instruments, and any other items belonging to the school district (No iPads). We have developed the following plan to try to incorporate all of this into one occurrence so you do not have to make several trips to the building.

When you come to pick up and drop off materials:

- Please place all school owned materials in a plastic bag clearly marking the bag with your child's name, grade, and homeroom.
- If your child was issued an instrument from the school to borrow this year, please label the instrument with your child's name and music teacher on a piece of masking tape or a taped piece of paper on the outside of the case. Make sure all pieces are secure inside the case.
- Prior to coming to the school, prepare a piece of notebook sized paper with your child's Full Name, Grade, and Homeroom Number. Please make sure the size of the writing can be seen from a distance. Place this paper in your front windshield on the passenger side. As you enter the East (Closest to Quibbletown Park) parking lot you will be provided with further instructions as to how to proceed.
- Please note that we have been very careful when we collected the personal belongings from your child's assigned locker. If, when you get the materials home, they do not belong to your child, kindly contact the school to arrange to return these items to the school. We will make every effort to locate your child's belongs and get them to you.

We have divided up the students by grade and we will distribute these items as per the following process.

- You should plan to come to school between 12:00 and 1:45PM.
- Tuesday June 9th will be for Eighth (8th) grade.
- Wednesday June 10th, the Seventh (7th) grade
- Thursday June 11th the sixth (6th) grade.
- Friday, June 12th will be a makeup day for those of you who could not come on your designated day. However, all items must be picked-up by the end of the school year or they will be discarded on June 25th. If these items are not picked up on the designated days, they will be donated to a charity unless an email is received at wgonzalez@pway.org asking me to hold the items until you can pick them up.
- Please adhere to social distancing guidelines and protections.

If you have any questions, please feel free to contact me at the email address listed above. As there is no one in the office, make sure to include a phone number where you can be reached in the email.

William J. Gonzalez
Principal