



Dear Carmel Christian Parents,

Our faculty and staff are on campus today (working in small groups, of course) to put the finishing touches on CCS Distance Learning plans and lovingly preparing student materials. Thank you for your continued support of our team as we prepare to join your students online next Monday.

You received an [e-mail last night](#) regarding scheduled pick-up of materials required for distance learning. Please find some additional points of instruction below.

Please note, the Carmel Campus is currently closed to outside visitors. **Please access the building through the MAIN CHURCH ENTRANCE.**

Elementary Material Pick-Up (Thursday, March 19; 9 a.m. - 12 p.m.):

Elementary parents (1 per family) should come to campus on Thursday between 9 a.m. - 12 p.m. to pick up classroom materials needed for distance learning. You will be guided to a specified area for pickup and will not have access to individual classrooms. **Please bring a large bag or book-bag to carry your materials home.** Any elementary family that has requested technology may pick this up from the Carmel Room during this time.

Our preference is for each family to retrieve their own materials from school tomorrow. However, we are mindful that some of you are working on the front lines and may not be available during the designated pick-up time. If this is the case, your materials may be picked up by another CCS parent. Please e-mail [Lance Womack](#) and [Kyra Hunter](#) to make them aware of these arrangements.

Middle School/High School Material Pick-Up (Thursday, March 19; Noon - 3 p.m.):

Middle and High School students should come to campus on Thursday between Noon - 3 p.m. **ONLY** if they have requested technology OR if they have materials in their lockers that are NECESSARY for distance learning in all courses (academic and elective), such as textbooks, notebooks, calculators, HS Chromebook, etc. Students should not come to campus for unnecessary items. Students will be accompanied in groups of 10 or less to access their lockers.

Note: If your family has children in multiple divisions, please come to campus during the pick-up time of your OLDEST CCS student.

Medication Pick-Up

The school nurses will be available tomorrow at your assigned divisional pick-up time. You may retrieve any medications that we currently have for your student, including epipens, inhalers and daily medications.

Technology Pick-Up:

If your family has completed the form requesting technology, these items may be picked up in the Carmel Room at your assigned divisional pick-up time.

Thank you for your continued support as we launch Distance Learning at CCS next week. We are grateful for your partnership.

Sincerely,

A handwritten signature in black ink, appearing to read "Jay". The letters are cursive and fluid, with the "J" and "y" having long, sweeping tails.

Jay Hancock
Head of School