

Important: ATW EOY Belongings Pick up>Returns-5/22

Kristina Eckert <keckert@archwaytrivium.org>

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ARCHWAY CLASSICAL ACADEMY | TRIVIUM WEST A Great Hearts Academy

2001 North Bullard Avenue | Goodyear, AZ 85395 | Office: (623) 414-4883 | Fax: (623) 889-6286 | www.archwaytriviumwest.org

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Hello Archway Trivium West Families,

We have made it to the end of another school year. While this year ended differently than any of us could have imagined, we are so thankful for your patience, tenacity and commitment to see the year through with us.

Thursday, May 21 is our last day of school. On Friday, May 22, we will be providing a safe and orderly way for you to pick up yearbooks and student belongings as well as for you to return laptops, textbooks and library books. In order to create the safest environment, we ask that you [signup for a time here](#) and follow the instructions below for distribution and collection.

When signing up for a time, please indicate in the comment section which items we will be collecting and/or distributing. Please make sure you have your pickup card with you when you come to the school.

Directions for distribution and collection:

1. Please plan to enter the campus off Encanto and follow our standard student drop off/pick-up route. We will have two lines available for you to drive through.
2. Hand ATW staff member your family pick-up sign through your window.
3. ATW staff will collect your child's belongings and bring them to your car.
4. To minimize contact we ask you open your trunk for a staff member to place the items in.
5. Please note that in order to respect the safety standards put out by the CDC and by the Great Hearts network, we ask that you remain in your car during the pick-up and distribution of items. You will not be able to park.
6. When you drop off your student's laptop, please be sure to bring both the laptop and charging cord. Upon drop off, one of our staff members will record that you have brought back both the laptop and cord. The laptop will be quarantined, sanitized, and inspected by a member of the IT team during the month of June. If the IT team finds that the laptop is inoperable because of damage which occurred while it was being used at home, you will be contacted.

If you have any questions, please reply to this email.

Sincerely,

Kristina Eckert | Office Manager

Archway Classical Academy | Trivium West | 2001 N. Bullard Avenue | Goodyear, AZ 85395

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