



WEST LONG BRANCH PUBLIC SCHOOL DISTRICT

Betty McElmon Elementary ♦ 20 Parker Road ♦ West Long Branch, NJ 07764
Phone: (732) 222-5900 ♦ Fax: (732) 483-0845

January 10, 2021

Dear Parent(s)/Guardian(s),

As you are aware, the West Long Branch School District will transition into a virtual learning environment, beginning on Monday, January 11th. We anticipate a return to in-person learning on Monday, January 25th.

Betty McElmon Elementary School will be implementing a student supply pick-up on Monday, January 11th. To maintain social distancing, please adhere to the following procedures:

- ❖ Drive your vehicle up to the BME main entrance
- ❖ Remain in your car
- ❖ Open your trunk

A masked staff member will place a bag containing your child's supplies needed for remote instruction in the trunk. To ensure a smooth and orderly process, two grade levels every half hour will be allowed to pick-up. If you have more than one child in the school, we kindly request that you follow the designated grade level pick-up schedule that is outlined below.

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|----------------------------|--------------|----------------------|
| ❖ January 11 th | 8:00-8:30 am | Third & Fourth Grade |
| ❖ January 11 th | 8:30-9:00 am | First & Second Grade |
| ❖ January 11 th | 9:00-9:30 am | Pre-K & Kindergarten |

Thank you for your continued support of Betty McElmon Elementary School. If you have any questions or scheduling conflicts, please contact the main office at (732) 222-5900, Extension 1250.

Sincerely yours,

James J. Erhardt

James J. Erhardt
BME Principal