

April 2, 2024

Dear Friends,

We hope you had a terrific break! As part of our ongoing efforts to maintain a safe and conducive learning environment, we will be undertaking a window and siding replacement project throughout Betsy Ross and Anne Sullivan Schools over the upcoming summer break. To ensure a smooth transition and minimize disruptions, we have outlined a preliminary plan and provided instructions for packing up your classroom in preparation for this project.

Timeline:

- The window replacement project is scheduled to take place during the summer break, beginning on June 1st, 2024.
- Please begin packing up your classroom according to the instructions provided below in the weeks leading up to the summer break.

Instructions for Packing:

Notification and Communication:

- We are communicating this plan with you now in order to allow ample time for preparation.
- If you have any questions or need clarification regarding the packing process, please reach out to Stephanie, Traci, Amy, or Raf for assistance.

Prioritization of Items:

- Please remove any and all personal items from your classroom and plan to bring them home over the summer **as multiple contractors will have access to the interior of the buildings.**
- Begin by prioritizing essential teaching materials and valuable items for packing.
- Consider the items you will need immediate access to upon returning to the classroom after the project is completed.
- Please also take advantage of this opportunity to clean out unwanted or outdated items that are no longer of use.

Removal of Items:

- Remove all items from the window wall, shelves, and other surfaces, including posters, artwork, decorations, books and other teaching materials.
- Safely store or pack these items in labeled boxes or containers, taking care to secure fragile or valuable items.

Packing Supplies and Materials:

- Boxes, packing tape and labels have been distributed to each classroom/office with windows.
- Gather and pack teaching materials, textbooks, workbooks, stationery, and other instructional resources.
- As you pack up and organize these items, be sure to label each box with the provided stickers, including your last name, room number and contents.
- Please be sure to let your custodian know if you need additional boxes.

Furniture and Equipment:

- Please create a classroom layout and leave it on your whiteboard for the summer custodial team.
- Clear desks, tables, and shelves of all items, including electronics, books, and supplies.
- We will be moving furniture away from windows and ensuring it is safely stored or secured to facilitate the window replacement process.

Safety Precautions:

- Prioritize safety during the packing process, ensuring that heavy items are packed properly and fragile items are wrapped with care. Boxes should not exceed 20 lbs. each.
- Step ladders are available in your school office for use in lieu of tables, chairs, ropes hanging from the ceiling or precariously stacked up buckets.

Final Inspection:

- Conduct a final walkthrough of your classroom to ensure all items have been packed and surfaces cleared in preparation for the window replacement.
- Address any concerns or issues with the administration before the start of the project.

Additional Information:

- We will provide further updates and instructions as the window replacement project approaches.
- Please keep an eye out for communication regarding specific dates, access to resources during the summer break, and any other relevant information.

As always, we thank you for your cooperation and assistance in preparing for this important project. Your efforts are essential in ensuring a successful window replacement process and a smooth transition back to your classrooms after the summer break.