

Sunday, December 13, 2020

Dear Richmond Community,

Please feel free to pick up student work packets for *this week* and to drop off work packets from *last week*, between 7:30 a.m. and 3:00 p.m., at the school's gym on Monday, December 14th (or another time specified in your teacher's communication to you).

If you are unable to come to school on Monday, please feel free to stop by the main office on Tuesday, December 15th.

If you are unable to pick up your student's materials, please call the office. We would be happy to walk your materials to your car, or deliver them to your home.

You are also welcome to drop off packets *before winter break* on Friday, December 18th from 7:30-Noon at the gym.

If there is anything else we can help you with, please do not hesitate to let us know.

Thank you,

Richmond Elementary