



*Steger School District 194*  
Administration Center • 3753 Park Avenue • Steger, Illinois 60475  
(708) 753-4300 Phone • (708) 755-9512 Fax • [www.sd194.org](http://www.sd194.org)

---

**Dr. David T. Frusher**  
*Superintendent  
of Schools*

**Eric T. Diehl**  
*Assistant Superintendent  
of Finance and Operations*

**Jan Lenci**  
*Director of Teaching  
and Learning*

**Kimberly W. Mahoney**  
*Director of  
Special Education*

Dear SD 194 Parents and Guardians:

As we transition into the last few weeks of the school year, it is time to make sure each student has the opportunity to retrieve his/her belongings and return district-owned materials to school. The staff has been working hard all week to pack and sort student belongings to ensure items are returned in a safe and efficient manner. Please take the time to read through the information below regarding the distribution of student items, safety precautions during the process, and the return of district-owned materials. If you have any specific questions, please contact your school principal.

Safety Precautions

To ensure the safety of our staff, students and families, all staff must have their temperature checked, and wear appropriate PPE at all times within the building.

Furthermore, we ask that families remain in vehicles during the entire pick-up/drop-off process and follow appropriate guidelines for social distancing and PPE wear during the entire process.

General Procedure

All distribution and return of items will be done curb-side at your student's respective school. The following outlines the general and school specific procedures to be followed during the distribution and return of items.

- Vehicles will line up single-file in the designated area and display a sign with the student's first and last name, and teacher (Columbia Central students will use the name of their homeroom teacher.)
- A staff member will acknowledge your arrival and radio inside the building to have the student's items retrieved.
- A staff member will deliver the student's items to the vehicle. If possible, please have the trunk or hatch open to facilitate contactless delivery.
- When the items have been brought to the car, any district-owned items may be given to the staff member for return.
- No one should need to exit their vehicle.



# *Steger School District 194*

Administration Center • 3753 Park Avenue • Steger, Illinois 60475

(708) 753-4300 *Phone* • (708) 755-9512 *Fax* • [www.sd194.org](http://www.sd194.org)

---

**Dr. David T. Frusher**  
*Superintendent  
of Schools*

**Eric T. Diehl**  
*Assistant Superintendent  
of Finance and Operations*

**Jan Lenci**  
*Director of Teaching  
and Learning*

**Kimberly W. Mahoney**  
*Director of  
Special Education*

## **Steger Primary Center**

Distribution will take place at the main entrance. Please enter the south parking lot and follow directions from the staff positioned outside. Make sure that the sign with your student's name and teacher is clearly visible at all times.

### **May 18, 2020**

9am-10am	Pre-K
10am-11:30am	Kindergarten (Walton, Arndt, Stegenga, Billets)
11:30am-1pm	Kindergarten (Husarik, Helsel, White, Velez)

### **May 20, 2020**

9am-10:30am	First Grade and Cross Cat (Scheutzow, Kirk, Ciapponi, Schaaf, Will)
10:30am-12:00pm	First Grade (Jennings, Peters, Varchetto, Stluka)

### **May 21, 2020**

9am-11am	Open to families who missed the initial time slot.
----------	--



*Steger School District 194*  
Administration Center • 3753 Park Avenue • Steger, Illinois 60475  
(708) 753-4300 Phone • (708) 755-9512 Fax • [www.sd194.org](http://www.sd194.org)

---

**Dr. David T. Frusher**  
*Superintendent  
of Schools*

**Eric T. Diehl**  
*Assistant Superintendent  
of Finance and Operations*

**Jan Lenci**  
*Director of Teaching  
and Learning*

**Kimberly W. Mahoney**  
*Director of  
Special Education*

**Steger Intermediate Center**

Distribution will take place at the cafeteria entrance. Please enter the east circle drive and follow directions from the staff positioned outside. Make sure that the sign with your student's name and teacher is clearly visible at all times.

**May 18, 2020**

9am-1pm                      Second Grade (All teachers)

**May 20, 2020**

9am-1pm                      Third Grade (All teachers)

**May 21, 2020**

9am-1pm                      Fourth Grade (All teachers)

**May 22, 2020**

9am-1pm                      Open to families who missed the initial time slot



*Steger School District 194*  
Administration Center • 3753 Park Avenue • Steger, Illinois 60475  
(708) 753-4300 Phone • (708) 755-9512 Fax • [www.sd194.org](http://www.sd194.org)

---

**Dr. David T. Frusher**  
*Superintendent  
of Schools*

**Eric T. Diehl**  
*Assistant Superintendent  
of Finance and Operations*

**Jan Lenci**  
*Director of Teaching  
and Learning*

**Kimberly W. Mahoney**  
*Director of  
Special Education*

**Columbia Central School**

Distribution will take place on the south side of the building. Please enter the parking lot from Richton Road and follow directions from the staff positioned outside. Make sure that the sign with your student's name and teacher is clearly visible at all times.

May 19, 2020

9am-1pm Fifth Grade (All teachers)

May 20, 2020

9am-1pm Sixth Grade (All teachers)

May 21, 2020

9am-1pm Seventh Grade (All teachers)

May 22, 2020

9am-1pm Open to families (5th-7th grade) who missed the initial time slot

May 26, 2020

9am - 1pm Eighth Grade (All teachers)

May 28, 2020

9am-1pm Open to families who missed the initial time slot