

**RETURNING BOOK RENTAL BOOKS**

We wish to gather up our **BOOK RENTAL BOOKS** on Friday, 19th June 2020, we wish to use the same format as our book collection - a drive thru system at the school hall.

**Drop Off Times:**

10 - 10.45a.m. - parents of 5th & 6th Class

10.45 - 11.30a.m. - parents of 3rd & 4th Class

11.30 - 12p.m. - parents of 1st & 2nd

12p.m. - 12.30p.m. - parents of Junior & Senior Infants

**Please note the following:**

1. Only one **adult** per family can come to drop back the books - we are asking for everyone to drive to the school so we can uphold the social distancing etiquette.
2. Adults remain in their car at all times, we will have a drive thru system in operation where you enter via the IN gate and drive up to the Sports Hall entrance where your bags will be collected from you.
3. Parents with more than one child, come at the time allocated for your **eldest child's class.**
4. We are asking that you remove the name labels from your children's books, the best method for this is to **heat the label with a hairdryer and carefully peel back the label.**
5. Please wipe down all book covers with an antibacterial wipe.
6. Please place the books into a bag with your child's name and class labelled clearly on the front - one bag per child please, this will make sorting the books into the class groups much easier. Please also send back each child's book rental folder for use for the next academic year.
7. We ask for your patience while we operate this drive thru system and to please appreciate that we cannot engage in conversation, it is just a drop off service.
8. We ask people not to leave their cars to converse with each other also.
9. Once you have dropped off your books, you then drive out the **OUT** gate and the line can move on.
10. Please don't park up in any spaces, use the queuing system in operation.

If, for any reason, you are not in position to do this - can you please contact the school at [info@kilcoonans.ie](mailto:info@kilcoonans.ie) where we can make alternative arrangements for you.