



# *E.R. Hughes Elementary School*

PRINCIPAL  
Jason W. Stefanski

340 Higby Road, New Hartford, NY 13413  
Phone: 315-738-9350 Fax:315-724-1899

September 2, 2020

Dear E.R. Hughes Families:

This information is being made available to you if you have requested a Chromebook from New Hartford Central School District. **Please follow the below directions and procedures:**

- **Chromebooks can be picked on Friday, September 4, 2020, between 10 AM - 6 PM in combination with curbside pickup of instructional materials.**
- **After parents complete the pick-up of materials at E.R. Hughes Elementary, you will be directed down our private driveway to the Perry Jr. High Campus.**
- **We will have a staff member stationed at the outermost hallway of the building at Perry Jr. High. You may see either Mrs. Cushman or Mrs. Butler to pick up your child's Chromebook. We will have balloons marking the sport for pick-up.**

This Chromebook pickup coincides with our instructional materials pick up. If you have requested a Chromebook, pull up curbside at the below-designated location and indicate to our school staff that you have requested a Chromebook through our online sign-up form. The school staff will retrieve your Chromebook for you. You will be kindly asked to complete a sign out form.

### **Chromebook Pick-up for E.R. Hughes Elementary School**

<b>Chromebook Pick-up Schedule</b>	<b>Friday, September 4, 2020 10:00 AM-6:00 PM</b>
	<b>All Grade Levels Private Driveway Entrance at Perry Jr High Curbside pick-up at the table and balloons!</b>

Upon returning home, please sign in the Chromebook on your home network. The Chromebook is then ready to use for remote learning.

Sincerely,  
Mr. Jason Stefanski  
Principal- E.R. Hughes Elementary