

**Dear PCA Community,**

**PCA will be conducting computer pickup this week for only those families that need a device to begin school.**

Due to the national shortage of computers, the shipping date of our additional 360 brand new Chromebooks has been delayed until 9/2. These new devices have been set aside for our entire upper school and those students wishing to use our devices.

**We will conduct a second computer pickup when the new devices arrive for anyone that is able to wait.**

**If your child needs a device to begin classes, no matter their grade level,** please come to PCA during one of the pickup times:

**Tuesday 8:00AM – 6:00PM**

**Wednesday 8:00AM – 4:00PM**

**Thursday 10:00AM – 6:00PM**

**Friday 8:00AM – 4:00PM**

If these times/dates do not work with your schedule, please make arrangements with Mr. Todd via email at [sean.todd@pca.k12.de.us](mailto:sean.todd@pca.k12.de.us) for a different pick up time.

**Process to Follow For Drive-Thru Pick Up:**

1. Follow the normal route towards the parking lot area.
2. Enter the road that leads to the lower school playground area, at the back of the school, to the cafeteria.
3. Please remain in your car and a staff member will greet you to get your information.
4. We ask all parents getting out of cars to wear masks.
5. For your health and safety, staff will be wearing masks and gloves when placing items in your vehicle.
6. We ask that all parents and children follow the guidelines of the Delaware State of Emergency and CDC when coming to campus.



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