

DEVICE PICK UP INSTRUCTIONS:

To ensure that we are practicing social distancing and minimizing the risk of illness transmission, we are implementing the following process to be used during all device pick-up and/or drop-off appointments:

1. **ARRIVE** at 301 W. Michigan Ave., Ste. 101 & A Ypsilanti, MI 48197, **WITHIN** your 30-minute appointment window and park in the designated parking lot.
2. **Enter at the lobby.**
3. **We will have a sign out marked Virtual Community YA East Pick Up to guide you to the entrance.**
4. **Tell the staff person your student's name so they may retrieve the appropriate equipment.**
5. A Tech Dept. staff person may ask you to review and sign a student acceptable use form before releasing the equipment to you. Please feel free to ask any questions you may have about the form(s)
6. You may return to your vehicle and exit the parking lot.

NOTE:

- As a precaution, all Tech Dept. staff members will be wearing masks and gloves and all devices sanitized to ensure that devices are distributed safely.
- You are not required to bring your student(s) along for device pick up. If your student(s) accompany you, they must remain inside the vehicle.
- You will be provided with simple instructional hand-outs for device use and links to instructional videos will be sent out in a separate email after your scheduled pick up date. If you have questions or need assistance, please call our Parent Help Line at 734-994-8857.

