

## The Walnut Ridge School Student Property Pick-Up & School Items Drop-Off

**For everyone's health and safety, please respect the following instructions:**



1. Pull up the circular driveway to the main entrance **closest to the board office**. Please follow the signs.
2. **DO NOT GET OUT OF YOUR CAR...Please leave your car windows up the entire time.**
3. Behind your closed car window, display the classroom teacher's name (Stoeckel/PM) and the student's first and last name (JOHN SMITH) of property you are claiming on a piece of paper in large, bold letters. If you are also picking up medication, please write the word **MEDICATION** underneath your child's name.
4. Pop your trunk. If you are returning items that belong to the school ( library books, classroom materials) please have those items in a sealed garbage bag in your trunk with an attached piece of paper that clearly identifies your child's name. **DO NOT RETURN YOUR CHILD'S CHROMEBOOK OR ITEMS YOUR CHILD MAY USE DURING THE EXTENDED SCHOOL YEAR PROGRAM.**
5. We will take the sealed, labeled bag of returned school items from your car. We will then place your child's classroom cubby and classroom materials/contents in your trunk (in a clear plastic bag). We will close your trunk (or you wave if you can close it from **inside** your car).
6. We will wave goodbye and you are on your way.

### **Please understand:**

- There will be no access to the school.
- We will not be having any social conversation.
- There will be no parking. Cars will idle in a single line until the property is in your trunk.
- Drive up, pick up/return belongings, and please leave the premises.
- Please be patient as there are a minimal number of employees who are coordinating this event. Remember to stay in your car and please be patient as there may be a line of cars.
- All pick-ups/drop-offs are scheduled as follows:
  - June 2nd:
    - 9:00 am -11:00 am Miss Vanderbeck's AM & PM, Mrs. Stoeckel's AM & PM
    - 11:30 am -1:30 pm Mrs. Lombardi's AM & PM, Mrs. Cook's AM & PM
  - June 3rd: 8:00 am - 11:00 am - Only for anyone who missed above dates