

ROSSVIEW elementary

STUDENT MATERIALS PICK-UP

Student materials have been gathered from classrooms and placed in a bag labeled with his/her name. These items will be made available for pick-up beginning May 18th according to the first letter in the student's last name. Please see the schedule and information below.

	Monday, May 18th	Tuesday, May 19th	Wednesday, May 20th	Thursday, May 21st
8:00-9:00	A- side B- front	G- side H- front	M- front N- side	S- front T- side
9:00-10:00	C- front D- side	I- side J- front	O- side P- front	U- side V- side
10:00-11:00	E- side F- front	K- side L- front	Q- side R- front	W- front X,Y,Z- side

PROCEDURES FOR PICK-UP:

- Parents or their designees will remain in their vehicle at all times.
- Curbside pick-up will take place in two locations- the front entrance and the Cardinal Lane side of the building near the loading dock. Please use the chart above to determine which location you will need to use based on first letter of your student(s) last name.
- Enter the line in your designated location. Please pull up to a cone when directed. A staff member will greet you and confirm the names of the student(s) for whom you are picking up items.
- If you have car rider tags, library books, textbooks, or other items to return, a staff member will collect those from you.
- Students' items will be collected from inside the building and delivered to your vehicle.

HOW TO PREPARE:

- Gather items from home that need to be returned such as car rider tags, library books, textbooks, or other items belonging to the teacher or the school.
- Place a sheet of paper on your dash that has your child/childrens' names written in big, bold letters. This will assist us in expediting the pick-up process.
- If you are picking up student materials for a child/children not in your family, please list their name(s) on your paper as well.

Sample Dash Sign

LAST

first name

first name