

Orchard Hollow Pick Up of Students' Belongings

You should have received communication from the district regarding the pick-up procedures for students' belongings. That information is included in this communication as well as specific procedures and guidelines related to Orchard Hollow Elementary.

Opportunities to pick-up/drop-off students' belongings will be on a staggered basis. We ask that you come to school on the day of the week designated for your child by using the beginning letter of your student's last name:



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| May 22 last names A-E |
| May 26 last names F-J |
| May 27 last names K-O |
| May 28 last names P-T |
| May 29 last names U-Z |

Mrs. Trunk and several staff members will be available each day from 9:00 AM to 3:00 PM for collection of school items and pick-up of personal items. If you have a scheduling conflict and cannot come in on your assigned day, please email Mrs. Trunk at trunk@mentorschools.org. If you are unable to get to the building, a neighbor or friend may pick up for you as long as you give permission on a note with your signature. Personal items left after June 1 will be donated to a local charitable organization.

Procedures & Guidelines at the Building:

- Prior to arrival, you must be fever-free for at least 24 hours
- Do not come to school if you have any illness symptoms
- One family member with each student to pick up. No siblings.
- Enter through the main breezeway doors. Since we do not have a second exit, please stay to the right and wait for others already on the ramp to exit up and out of the gym before proceeding down the ramp.
- Proceed down to the gym. We are asking that you wear a face covering over your nose and mouth at all times for the safety of others
- The tables are clearly labelled by grade and classroom teacher and bags labelled with your child's name are arranged alphabetically.
- Pick up any lost and found items that belong to your child from the table near the ramp

- Please drop off library books, safety patrol belts, and any other school belongings in the labelled baskets near each teacher's tables. For grade 5, school-owned instruments should be left on the floor near the basket as well.
- Exit back up the ramp, again being aware of traffic already on the way down the ramp. Wait to the right until the ramp is empty.
- Maintain a minimum of 6 feet from others at all times

As of now, yearbooks have not arrived. We will distribute those in the fall, and we will make sure that students moving up to Shore receive the yearbook that they have ordered.

Device Drop-Off

School ipads and chromebooks will be dropped off following the schedule by the last name of the student below. Device collection will take place at **Paradigm** which is the gray building between Mentor High School and The Board of Education building. We are unable to take devices at the school, however you can also designate someone else to drop off.

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| June 1 | A-F 9:00-11:00 am |
| | G-L 12:00-2:00 pm |
| June 2 | M-R 9:00-11:00 am |
| | S-Z 12:00-2:00 pm |