



LANCASTER COUNTRY DAY SCHOOL

Lancaster Country Day School Personal Item Pick-Up Schedule Post Date: 5/8/20

The schedule and procedure for Lancaster Country Day School families to pick-up personal items is outlined below. The items that will be handed out will be those in the student's hallway locker, not the gym locker. Gym/Athletics locker items will be retrieved at the start of school (earlier would be possible if the Athletics wing opens for use prior to the start of school).

All items will be picked up along the curb at the **Lower School entrance**, regardless of the division the child attends. Families will **enter the school campus at Clay Street** and pull up to the curb where items will be delivered to the vehicle.

All items in the student's hallway locker (except library books and items of the teacher) will be placed in a bag and tagged with the student's name on it. Those items will be delivered to the curb at the Lower School entrance for pick-up at the scheduled time. Each bag will include a yearbook and, if available, the spring supplement. (Seniors have already received their yearbook.)

We ask that families **wear masks** for the pick-up, and that they **display the family name in large letters on the passenger-side visor** so we can identify the items to bring to the vehicle. **Please stay in your car during the pick-up process.** The items will be brought to you. Please respect social distancing and do not linger to socialize, as we seek to minimize car-line congestion and complete this process in a timely and efficient way.

For returning students: State-issued textbooks (textbooks that are owned by the school and loaned to students for use during the year) and **technology** will be returned just prior to the start of the school year, not on this curbside pick-up day. **Library books** may be returned on this day or at the start of school with no late penalty.

For seniors and other non-returning students: Return all items: State-issued textbooks, technology (turn in iPad, charger, keyboard, case and cables in a plastic bag with the student's name on a slip of paper inside the bag), and **library books**.

Families with children in multiple grade levels: You may pick-up all children's belongings in one visit. *We prefer that pick-up to be at the later scheduled time and date (that of the child in the highest grade level).*

If a family wants another family to pick-up their child's belongings: The family must email the appropriate Division Office's Administrative Assistant (Ms. Arnold, Mrs. Clauss, or Ms. Gingrich) by Monday, June 1, with this request.

Administrators will distribute the bags to the families in the cars.

Schedule for Pick-Up

Wednesday, June 3, 2020 | Lower School and Middle School

8:30 a.m.	PS	11:30 a.m.	4
9:00 a.m.	JK	Noon	5
9:30 a.m.	K	1:00 p.m.	6
10:00 a.m.	1	2:00 p.m.	7
10:30 a.m.	2	3:00 p.m.	8
11:00 a.m.	3		

Thursday, June 4, 2020 | Upper School

9:00 a.m.	9	11:00 a.m.	11
10:00 a.m.	10	Noon	12

If you have any questions, feel free to contact Todd Trout, Assistant Head of School, at troutt@lanastercountryday.org.