

Mill Pond

Student Item Retrieval and Student Drop Off of Items & End of the Year Updates

Dear Mill Pond Families,

Please review this email as it contains important information related to picking up your child's items and returning items to the school. We are asking parents to please come with a piece of paper with the child's name and homeroom teacher on it. Additionally, if items are being dropped off, they should be bagged and labeled with a teacher's name or a location for the item (Example: Library Books).

ALL Mill Pond Students:

Yearbooks: Yearbooks will be distributed with student items when parents/guardians come to pick up their child's belongings.

Chromebooks:

Please note that we will *not* be collecting Chromebooks from our fifth and sixth-grade students at this time. If you picked up a Chromebook for your child, they should be reminded that they must adhere to the Lacey Township School District Technology Agreement that was signed. Please note that if your child is transitioning to the Lacey Township Middle School, they will hold their chromebook for the summer. If you are moving and will not be in Lacey next year, you can return your child's chromebook when you come to pick up their belongings.

Student Item Pick Up Includes:

- Locker items
- Desk items
- 6th Grade T-shirts (PTA)
- 6th Grade Award Certificates
- Yearbooks
- Summer reading material for 6th graders only
- Medications- Parent/guardian will meet with the nurse.

Student Item Drop Off May Include:

- Library Books
- Textbooks
- Items borrowed from the classroom
- Books borrowed from the classroom
- Drama Club Costumes/Materials

Procedure:

- The parent/guardian should arrive and park in the parking lot closest to the cafeteria.
- The parent/guardian will get out of their car and move to a designated waiting space in line. The spaces identified are six feet apart from each other.
- Parent/guardian will wait in line and practice the following guidelines set forth by the CDC:
 - Must wear a mask
 - Practice social distancing- (Spaces will be marked out- 6ft apart)
 - Please do not approach others
- Parent/student comes up to a designated space at the table when they are called. Please show your paper with your child’s name and homeroom teacher on it. A staff member will locate the items and place them on the table. After the item is placed on a table then the staff member will instruct the parent/guardian that they may take the bagged items. The parent/guardian will also place the bag of items to be returned on the table.

If parents/guardians are unable to come during the given drop off/pick up windows, special appointments will be made.

Schedule for Student Item Pick Up:

Time Frame	6/15 Mon.	6/16 Tues.	6/17 Wed.	6/18 Thurs.	6/19 Fri.
8:30-11:00	Last Names A-C	Last Names H-L	Last Names P-R	Last Names U-Z	

12:30-3:00	Last Names D-G	Last Names M-O	Last Names S-T	Preschool Students	Appointment Only
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If you have any questions, please do not hesitate to reach out to us.

Sincerely,

Mrs. Niemiec