**Lakeland Ridge Student Item Collection Checklist**

Thank you for taking the time to collect your child(ren)s belongings. You will need to bring bags to contain: desk materials, shoes, water bottle(s), locker contents including gym lockers for junior high students.

Please use the following checklist as you collect your child(ren)s belongings:

**Bring with you to school**:

* Any library books or textbooks that students have at home
	+ Students wishing to keep books will check in with Ms. Lake or a staff member in the library
* Any school-owned instruments signed out from our band option
* Any athletic uniforms (elementary and junior high)
* For junior high parents, it will be helpful to know student’s locker number and combination (but we will have staff available if you require assistance with these details)

**Upon arrival into the school**:

* Sanitize hands as you enter the building at the station provided
* **Elementary students**:
	+ Go to child’s homeroom
	+ Collect items from desk and locker/cubby, check boot racks and lost and found
	+ Return any school materials to library or book cart provided
	+ Check out textbooks with Ms. Lake or a staff member in the library if keeping resources
* **Junior high students**:
	+ Empty contents of main locker and gym locker fully
	+ Use garbage cans provided to clean out any waste or recycled papers
	+ Return any school materials to library or book cart provided
		- Check out textbooks with Ms. Lake in the library if keeping resources
	+ When the locker is fully emptied:
		- Leave locker door open with lock hooked and unlocked

If you have any questions during this time, please talk to any staff members that will be available in the hallways.