



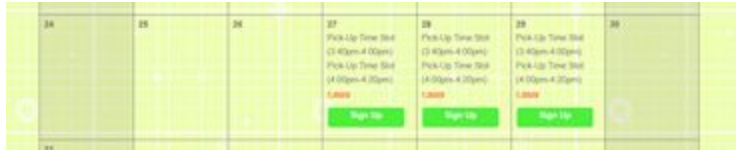
SUMMITVIEW ELEMENTARY LEARNER ITEM DISTRIBUTION AND RETURN



With the abrupt school closure, many learner items were left in classrooms that we want to return to your child and family. Additionally, many learners have district items that need to be returned. To make this process as smooth as possible, please follow all of the guidelines listed below.

SIGNING UP FOR AN APPOINTMENT SLOT:

- Sign up for a time slot to pick up your learner’s items through Sign Up Genius.
 - a. Go to <https://www.signupgenius.com/go/svitempickup>
 - b. Scroll down to the calendar area, which will look like this:



- c. Click the green “Sign Up” on the date you’d like to come.
- d. A window will pop up like the one shown below. There is a maximum of 15 available openings for each 20-minute time slot. Scroll down to see all time slots for the day. If a slot is open, you’ll be able to click the green box to the left of the desired time to “Sign Up.” Then, click the blue “Submit and Sign Up” box at the bottom.



- e. On the next screen, fill out **YOUR CHILD’S First and last name and Homeroom Teacher** in the bar to the left of your selected time slot. Fill in YOUR NAME, email, and preferred phone number below. Then click the blue “Sign Up Now” box at the bottom.



- f. You can click the “cancel” button if you made an error and want to change the date and/or time.
- If you are picking up for more than one child, list each child’s first and last name and teacher in the slot. **You do not need to sign up for more than one slot.** School staff will be organizing belongings for pick up using this list, so accuracy is important!
 - Write your child’s name and homeroom teacher's last name **LARGELY**, in marker, on a paper (notebook paper sized) and display in your passenger side window. This will help us move through the line as quickly and safely as possible.

ITEMS TO RETURN TO SCHOOL: (Please place school belongings in a plastic bag labeled with your child's name and grade level. Place the bag in your trunk or have it ready to hand to school staff if using walk through.)

- Library books (check Sapphire web portal for books checked out currently)
- Classroom library books (Please note which classroom with a sticky note or piece of paper INSIDE the front cover.)
- Curriculum materials (Textbooks, leveled readers, etc.)
- Calculators
- Folders, papers, etc. do not need to be returned.

* If you want to deliver a **card or letter** to your teacher or another staff member, we can collect those at this time and deliver them for you. No other items can be collected. List the staff member's name clearly on the front and make sure you've signed it with your child's first and last name!

DRIVE THROUGH Pick Up: (15 slots each 20 minutes)

1. Enter the front parking lot as you would for car-rider pick up. Pull up to the staff member at "Stop 1" near the kindergarten patio. Please wear a mask if you will be speaking to school staff through your car window.
2. Display your child's name and teacher's name and tell school staff as they ask.
3. Pull up to the staff member at "Stop 2." Stay in your car **at all times**.
 - a. If you are able to open your trunk without getting out of your vehicle, please do so. Place district items in your trunk before arriving at Summitview.. Staff will remove this bag of district items, place your learner's items in your trunk, and then close your trunk.
 - b. If you are not able to open your trunk without exiting your vehicle, please be prepared to open your passenger side window at Stop 2. When requested, give any district items to school staff through your window. Staff will pass your learner's items through the window as well.
4. Exit the parking lot by following the flow of traffic.

Special Notes:

LOST & FOUND - We have many items in our lost and found area. Pictures of these items can be found on the Summitview Facebook page and Summitview website. Please contact Mrs. Ebersole via email if an item belongs to your learner. Please note the "number" of the picture in your message. We will then include that item with your learner's belongings for pick up.

YEARBOOKS - At this time we are working with our printer to have yearbooks ready for pick up on these dates. However, it is VERY likely that we will need to have a separate pick up time for yearbooks. We will keep you updated on our school website and social media. Be sure you are following us there!

OTHER QUESTIONS? - If you have any other questions please contact Mrs. Ebersole via email at pam_ebersole@wasdpa.org.