

HOLLINGWORTH
END OF YEAR DROP-OFF/ PICK- UP
SCHEDULE AND INFORMATION



5/28/20

Hello Hollingworth Parents/Guardians-

We miss everyone very much and hope that all of you are doing well! As the end of the school year is here (and what a strange one it has been), we would like to have an opportunity for you to pick up your child’s items while also dropping off things for the school. Please read the information below carefully so you know how we plan to keep everyone safe during this process and so that you know what is expected of you. Thank you for doing your part!

Safety Protocols:

- This is a drive-through only. You will enter the staff parking lot, drive through the lot and exit at the east end of our front driveway. If you need to walk to the school, please call Sandra at 626-999-1337 to schedule a time to drop off and pick up separately from the times listed below.
- No one is allowed to exit their car.
- Students are not expected to participate (with the exception of the 6th graders...We want our 6th graders in the cars so we can give them a special send off!).
- Wear a mask as you open your window to drop off/pick up items.
- Follow the schedule we have listed below. We apologize if you will need to make more than one trip. We only have a few staff members available to help with this procedure with lots of materials to hand out each day. Thank you for your cooperation.
- If a parent/guardian is unavailable, you may send another responsible adult to drop off/pick up items

Hollingworth Drop-off/Pick-up Schedule

Date	Time	Grade-Levels
Tuesday, June 2	9-11am	TK and Kindergarten
Tuesday, June 2	12-2pm	1st and 2nd grades
Wednesday, June 3	9-11am	3rd and 4th grades
Wednesday, June 3	12-2pm	5th grade and Preschool
Friday, June 5	9-11am	6th grade ONLY

What should you drop off?

Items to be dropped off will be put in labeled boxes on tables in our drive through. Please place items in boxes as indicated and directed by staff.

TK-5th grade: Please drop off any library books or classroom books that you took home. At this time, please hold on to your Ipads or Chromebooks if you borrowed one (unless you are leaving Hollingworth, then please drop off your device).

6th grade: Please drop off your library books, hard-back textbooks (math and social studies) and your Chromebooks.

Also, basketball team jerseys should be returned.

What should you expect to pick up?* **

Student items to be picked up will be on tables. We will have staff available to help find your child’s bag and place it on a separate table for you to pick up.

TK-5th grade: Student items left in the classroom.

6th grade: Student items left in the classroom and some special farewell gifts from Hollingworth!

We appreciate everyone’s PATIENCE during this process. If you do not have anything to drop off at the school or do not wish to pick up your child’s items, please do not come through the drive through.

*Medications left in our nurse’s office- You will receive a phone call to schedule a pick up time

**Report cards will be mailed home after June 12. Yearbooks will be mailed home in late July/August.

Any items left behind after next week will be discarded.