



June 5, 2020



Please label the materials you are returning with the following information:

- Student’s Name
- Student’s Homeroom

Pick Up and Drop Off Student Materials – Kindergarten – 5th Grade

In order for families to pick up students’ personal belongings and to drop off school materials the following schedule has been developed to maintain appropriate safety precautions.

- Parents should remain in their car during the entire pick up / drop off process. At Brass Castle School, please drive up to the front of the school (bus lane) and at Port Colden School, please drive to the back of the school by the playground.
- When you arrive at the school, you will be asked your student’s name and homeroom teacher.
- Please open the trunk to your car and a staff member will collect:
 - School issued technology devices (iPads)
 - Textbooks (do not return workbooks that students have written in during the school year)
 - Library books
- After removing school materials, a staff member will place your student’s personal belongings in the back of your trunk and you may pull away. Student belongings have been placed in plastic bags and labeled by staff members.
- Drop Off and Pick Up Schedule:
 - Monday, June 8th from 11:00am to 2:00pm Kindergarten & 1st Grade
 - Tuesday, June 9th from 11:00am to 2:00pm 4th Grade & 2nd Grade
 - Wednesday, June 10th from 11:00am to 2:00pm 5th Grade & 3rd Grade
 - **A special pick up time for families that cannot make it to the school on the dates listed above is scheduled for Wednesday, June 10th from 5:00pm to 7:00pm (all families that cannot make the above designated time for their student’s grade-level).**
 - If you cannot make it on any of the above scheduled times, please make arrangements for another family to drop off and pick up supplies or contact the schools.
 - **Items not picked up in a timely manner will be donated and / or discarded.**

Pick Up and Drop Off Student Materials – 6th Grade Only

We are kindly requesting 6th Grade students be in the car with a parent/guardian for student materials pickup/drop off. The following process will be followed to ensure appropriate safety precautions.

- Drop Off and Pick Up Schedule:
 - **Friday, June 12th from 12:00pm to 3:00pm 6th Grade Students Only**
 - If you cannot make it on any of the above scheduled time, please make arrangements for another family to drop off and pick up supplies. Again, to every extent possible, we are requesting 6th grade students be in the car for materials pickup and dropoff. You may call the office at 908-689-1188 ext. 3600 or email rrhinehart@washtwpsd.org no later than Friday, June 5th to make alternative arrangements, if needed.

