

RIDGEWOOD ELEMENTARY IPAD DROP OFF DATE

MAY 27, 2020

Hello Ridgewood Families,

We want to give you specific directions to help keep the car line moving efficiently. Our goal is to collect and return items as quickly and safely as possible. Your safety and the safety of our staff is of the highest priority. In order to keep collection moving smoothly and avoid parking lot backups, please do these things BEFORE you arrive at Ridgewood during your designated time.

Drop Off Times are scheduled based on each family's last name. Please do your best to adhere to these times. We understand there may be a family here or there needing to come during a different time frame. These exceptions will not require prior approval.

8:00 am - 10:30 am - Families with last name A-M
10:30 am - 1:00 pm - Families with last name N-Z
1:00 pm - 2:30 pm - Families with last name A-M
2:30 pm - 4:00 pm - Families with last name N-Z
4:00 pm - 6:00 pm - Open for any remaining family to drop off

PROCEDURES FOR DROP OFF DATE, MAY 27, 2020

1. Please limit the number of people in the car.
2. We highly recommend all parties in the car wear a mask.
3. Keep windows up until directed to lower.
4. You must stay in your car at all times.
5. No parking allowed.
6. Do not put any items in a bag.
7. Create a sign to post in the front window of your car written with a dark marker:

STUDENT'S LAST NAME
STUDENT'S FIRST NAME
TEACHER NAME
GRADE LEVEL

8. Review the [MAP](#) to see the traffic flow to help keep cars off of Dublin RD. The map can be found on [Ridgewood's website](#) along with these directions.
9. You will be directed to go to STATION 1 where you will drop off all school books. *We recommend dropping off school books in RGW's lobby before this date to make the process faster for you. Lobby doors are open 11:00 am - 1:00 pm M-F.*
10. Keep your iPad in it's case.

11. You will be directed to go to STATION 2 to place your student's iPad in a plastic bag held by staff. Please make sure your iPad has been prepared for drop off (see below directions).
12. Make sure your iPad is fully charged and powered off before Station 2.
13. You will receive your child's personal items and art work at Station 2.
14. We **will not** be collecting any teacher gifts or items at this time. Please arrange to drop off any additional items on another date. We recommend May 28 or 29, 2020.
15. If you have knowingly been exposed to COVID19, make arrangements for someone else to attend the drop off in your place.

**Please be patient and cooperative with the traffic flow and wait time.
Staff will be masked and wearing gloves for safety.**

PREPARING YOUR IPAD

Over the next week all students are being asked to take some important steps **BEFORE** dropping off their district iPad for summer check-in. We are asking parents to check with students to be sure this is completed. If not, you and the student can follow these steps prior to your turn in appointment.

1. View End-of-Year iPad presentations and follow the steps to prepare the iPad for summer storage.

[Grades K-5 Backup Your Data and Erase Your iPad 2020](#)
2. Here is a [Video Tutorial](#) for more help and a [video tutorial](#) to show you how to erase your iPad..
3. It is important that we can see the entire iPad inventory sticker on the back of the iPad. If the inventory sticker cannot be fully seen, we ask families to write down the number on a sticky note or piece of paper and turn it in with the iPad at Collection. This will keep us from having to remove the iPad from the case and slow down the collection process.
4. Grades 1, 2, 3, and 5, - Keep your charging brick and cable at home for the summer (unless you are withdrawing from the district). If you are withdrawing from the district over the summer, please turn in your charging brick and cable with your iPad.

Grades K, and 4 - Please turn in your charging brick and cable with your iPad (you will be receiving a new iPad, charging brick and cable in the fall).

LUNCH PICK UP LOCATIONS STARTING MAY 27-29, 2020

On Wednesday, May 27th we will serve at Beacon, Crossing, and Horizon only, as Ridgewood and Scioto Darby will be having their collection day.

On Thursday, May 28th and Friday, May 29th lunches will be served at Beacon, Crossing, Horizon, Ridgewood and Scioto Darby only.

Friday, May 29th will be our last day of meal service. Son Ministries will be serving lunches at these same 5 elementary buildings beginning approximately Monday, June 15th. They will not be using any spaces within your buildings unless there is inclement weather. In that case, they would serve out of the vestibule area.