

Ft. Hayes Career Center

2019-2020

Instructions for School Items Drop-Off and Personal Property Pick-Up

Grade and Date	Time
12 th Grade – Tuesday, May 26	9:00 – 11:00 AM by Last Name A - M
	12:00 – 2:00 PM by Last Name N - Y
12 th Grade - Wednesday, May 27	9:00 – 12 AM Last Name A-M
	12:00 - 2:00 PM Last Name N-Y
11 th Grade – Thursday, May 28	9:00 – 11:00 AM by Last Name A - N
By Request ONLY – All items will be stored for pick up in the fall.	12:00 – 2:00 PM by Last Name O - Y

Items to Drop-Off/Pick-Up: (Plan this before you arrive, please)

- Pull up to the curbside at the entrance to the Health Building (facing the parking lot/buss compound) or the Construction Arts Building (facing the parking lot/ bus compound).
- Health/Bio Science students will pick up at the Health Building.
- Automotive, Construction, and Arts programs will pick up at the main entrance to Construction Arts. (600 Jack Gibbs Blvd).
- Only the student may get out of the car. Masks are required.
- Staff will direct traffic and coordinate. Please follow the social distancing markers on the ground.
- **Any items that are being returned must be pre-bagged and have the students name and ID number clearly written on the outside of the bag.**
- Students will place the items in the designate return bin.
- Students will then move to the designated pick up location.
- Items will be place on the return table and students will be called forward to retrieve their item off the table.
- Juniors are highly encouraged to retrieve items when they return in the fall.

To maintain safety for all, no students or families will be permitted in the buildings or to enter the building.

Thank you for your patience and support!