

PICK UP AND DROP OFF INSTUCTIONS

On your assigned day and time based on your locker number or locker location - students/parents/guardians should:

1. Pick up all belongings from your assigned locker and
2. Drop off all textbooks, library books, music instruments, and other school resources (except laptops and tablets).
3. Exchange Parking passes for \$20 deposit.

Enter the laneway from Norfolk.

If you are dropping off textbooks and/or library books only, not picking anything up – drive directly to the double blue exterior doors to room 133 (the last room before exiting the laneway to Liberty. Drop off your books in the bin then exit onto Liberty Street. Please insert a paper with your name and the teacher's name showing.

If you are picking up only or picking up and dropping off, follow the arrows around to the right of the laneway and stop facing the cafeteria.

When table 1 or table 2 stations are clear by the cafeteria doors, safely proceed to one of the tables and stop.

Stay in your vehicle, present any picture identification with your name and give the staff member your locker number. Your locker number can be found on your Edsby Panorama on the right side of the screen. We can look it up by name but it will take longer.

Give the staff member your student parking pass if you have one.

While a staff member retrieves your locker contents, one person may exit the vehicle and place all textbooks, library books, instruments, and any school materials in the designated bins on the table.

Then retrieve the bagged contents from the other table before returning to the vehicle. Receive the parking pass deposit if applicable.

Exit the parking lot by driving behind the school and exiting on Liberty from the staff lot in front.

If you cannot make your assigned day and time, you may come at a later posted time but it may take longer as your belongings may be further back in the cue.

Never come before your posted time because your belongings may still be in your locker.

Please, maintain physical distance and follow all safety precautions.

Norfolk

GLENWOOD ELEMENTARY SCHOOL PROPERTY

Parking
and driveways

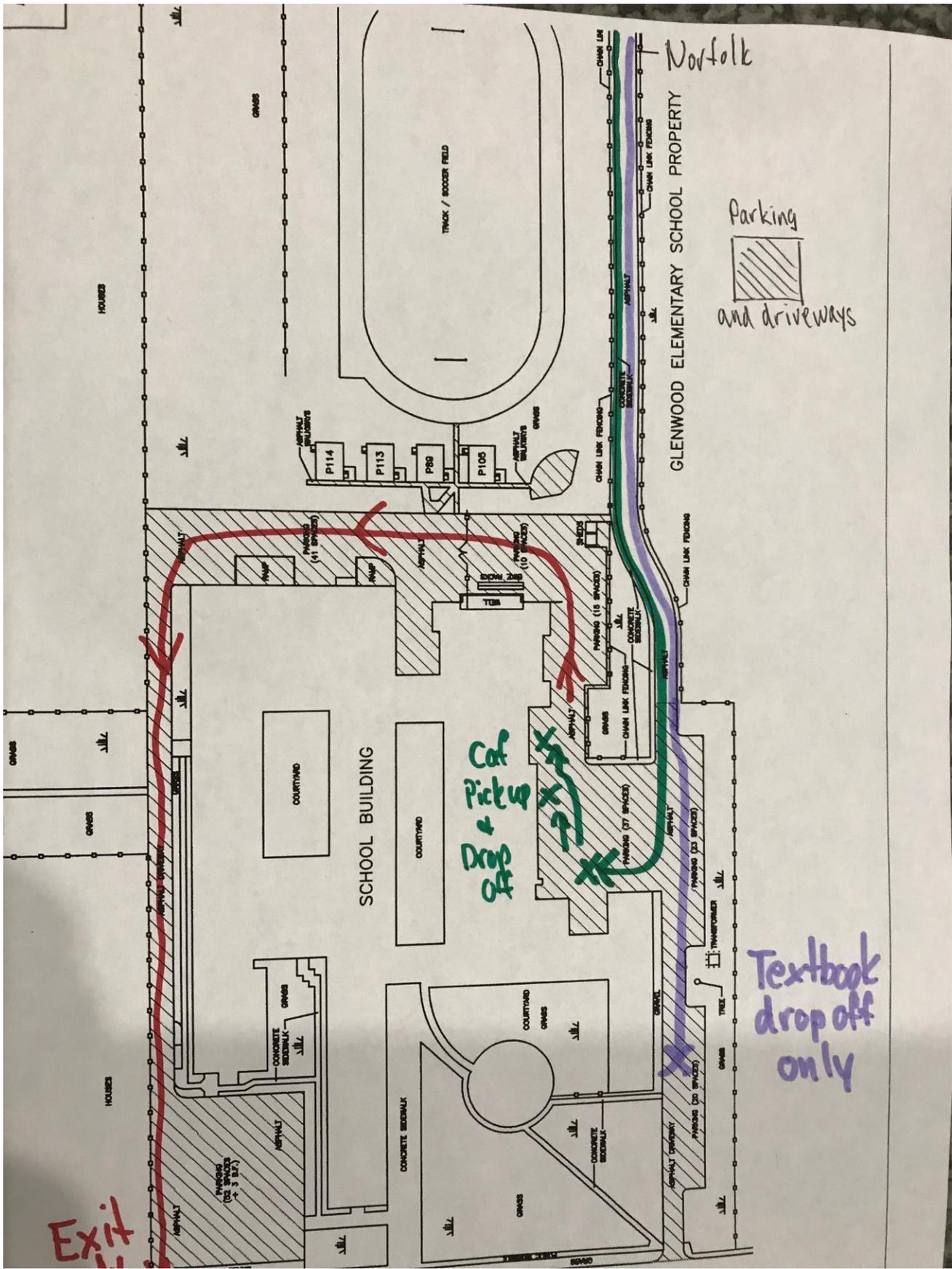
Textbook
drop off
only

TRACK / BOOZER FIELD

SCHOOL BUILDING

Drop & Pick up
Cars

Exit

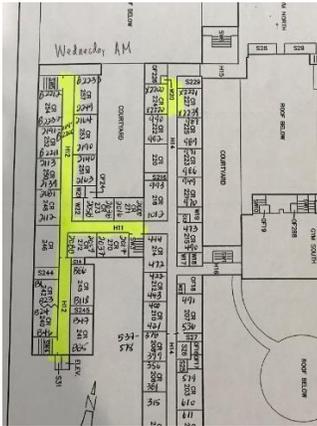


DROP OFF AND PICK UP SCHEDULE

Wednesday, June 3, 9:00 to 11:00 AM

Locker numbers: B1 to B118 + 2081 to 2249 + 2000 to 2080 + X2200 to X2239

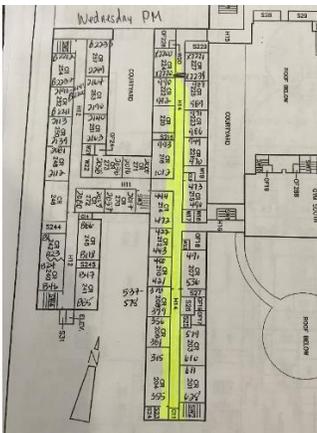
Beside classrooms: 240 to 257 (foods & science hall) + 270 to 273 + 224 and 227 (math halls)



Wednesday, June 3, 12:00 to 2:00 PM

Locker numbers: 315 to 628 + 949 to 1012

Beside classrooms: 201 to 225 (science and math halls)



Thursday, June 4, 9:00 to 11:00 AM

Locker numbers: 1 to 81 + N1 to N266

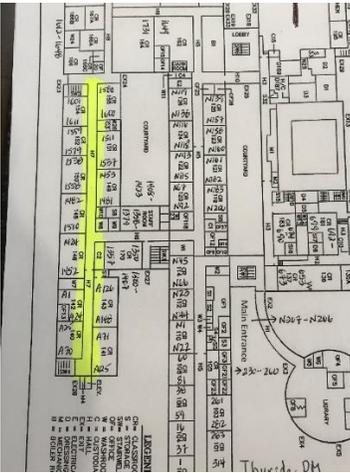
Beside classrooms: 102 to 126 (English, social science halls)



Thursday, June 4, 12:00 to 2:00 PM

Locker numbers: A1 to A148 + 1424 to 1611

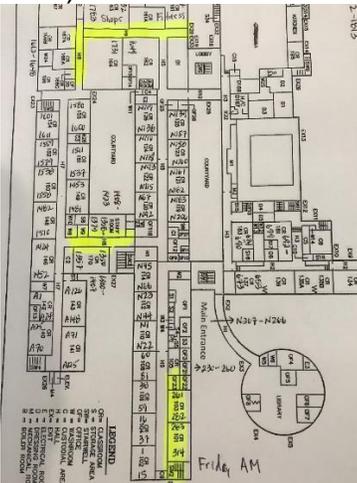
Beside classrooms: 140 to 155 (Business, computer science, and Health care halls)



Friday, June 5, 9:00 to 11:00 AM

Locker numbers: 230 to 314 + 1350 to 1423 + 1612 to 1813

Beside classrooms: 101, 103, Attendance Office, 170 and staff room plus STEPS and Tech halls)



Friday, June 5, 12:00 to 2:00 PM

Locker numbers: M001 to M169 + 653 to 699 + 700 to 791

Beside classrooms: 180 to 184 + 130 to 137 (Languages, French, music, and drama halls)

