

### **LOST AND FOUND:**

Lost and found articles are collected in the main office and then stored in a cabinet in the kitchen adjacent to the multipurpose room, with the exception of jewelry, glasses and keys, which remain in the office. Parents and children may check for lost articles at any time during the school year. To reduce the number of lost items, **parents should mark clothing and personal possessions with their child's name.**

At the end of the school year, items that have not been claimed will be displayed on a table in the main lobby or the multipurpose room at the end of the school day. Any items remaining at that time will be donated to local charities.