

Lost and Found Coordinator

The coordinator organizes and cleans the lost and found area in the school, usually checking in once a week. The lost and found bins and racks are emptied once a trimester with an additional purging during the winter, since that season typically generates the largest amount of items.

The coordinator communicates with families via email and Friday Folders a few weeks before the lost and found is emptied and all items are given to a charitable organization. The items are then put into bags and delivered. We have been working with our school librarian, Linda Sherouse and the Interfaith Hospitality Network. When the bags are ready to go, let Linda know and she is happy to take it from there.