

---

**[holt\_cert] [cert\_elem] Science: Packing & Storing Your Kits - Classroom Teachers Only**

---

**From :** Cline <cline@4j.lane.edu> Wed, May 15, 2024 12:00 PM  
**Sender :** holt\_cert <holt\_cert-bounces@4j.lane.edu>  
**Subject :** [holt\_cert] [cert\_elem] Science: Packing & Storing Your Kits - Classroom Teachers Only  
**To :** Maggie Frassetto-Cline <cline@4j.lane.edu>

*This email is for classroom teachers.*

Good Afternoon,

I hope this email finds you well. This is a bit long, but full of very important information.

### **Guidelines on Packing up Kits and Resupplying Kits before Break:**

- Request materials for restocking kits *sooner than later* using the Materials Request form and ***BEFORE*** you pack it away.
- Here is the link to order materials >>> [Materials Request Form](#). You can also always find the link on the Science HUB and in my email signature!
- Inventory Sheets should be located in drawer #1 and in the "FOSS Unit Planning Tools and Resources" links for each module on the [Science HUB](#)
- If you have a parent or volunteer packing up your kit, please take the time to make sure they know how to inventory and put things away. *It will save you time in the long run.*
- Heads Up! Kits that are stored outside of the classroom often get mixed up and misplaced over summer break when the cleaning crew moves them. Check with your team or admin on the best way to store your materials over the break if you do not store them in your *room*.

### **REMINDER**

**KITS REMAIN IN THE BUILDING. PLEASE RESTOCK YOUR KITS BEFORE PACKING UP FOR THE SUMMER.**

### **Common questions around packing up and storing Science Kits:**

#### **Can I wait & restock the kit next year?**

Kits should to be restocked *before* you store them away so they are ready to go for you or the teacher who uses them next year. ***It also allows us to order more supplies & inventory over the summer. If you wait until next school year, the inventory could run low or out.***

#### **Where do we send my kits at the end of the year?**

Kits are checked out to grade levels and are to be stored in your building. Please do not store kits in outdoor spaces or where they can be destroyed by the elements or animals. It is best to not store kits more than 5 boxes high with the heaviest on the bottom. Surplus kits will be collected in the fall. If you have a surplus of kits, please let me know. All kits should stay put in buildings.

**I need to do my inventory but do not have an inventory sheet.**

The inventory sheets are located in drawer #1 & on the Science Hub under "Tools and Resources."

**I have some broken equipment, what should I do?**

Fill out the Materials request Google Form and send the broken item Bailey Hill.

**What do I do with the zip-ties?**

The zip ties serve two purposes. 1.) They indicate that the kit was inventoried, restocked and is ready to store. 2.) It keeps the drawers from sliding open.

**Do you have advice on getting the kits ready to store?**

Make sure all the permanent materials are clean and dry & take the time to put the materials back into the correct drawers. Fill out the inventory sheet and request refills/replacements using the Google form found on the Science HUB. *PLEASE DO NOT REORGANIZE OR CONSOLIDATE KITS.* Zip tie the drawers once the kit is restocked and ready for storage. (Pull expired seeds and do not restock-that will happen next year.)

**How should I store the teacher and student books?**

The Investigation guides and teachers resource books go back into drawer #1 and the student books go back into the book boxes. Store them with the kits.

**What are the Kit Copy Numbers and different colored stickers all about?**

Each grade level has an assigned color . (Purple-K, Green-1st, Blue 2nd, Yellow 3rd, Pink 4th, Orange 5th) and each kit has a copy number. Store copy numbers together so that materials do not get mixed up and the next teacher has a complete set.

**Can I just send you my kit and have you restock it for me?**

Unfortunately, no. We do not have the staffing or space as in years past which is why it is done at your site.

Maggie Frassetto Cline  
Elementary Science & K-12 Climate, Energy & Conservation Specialist  
Eugene School District 4J  
District: 541.790.5928

[4J Learning Hub](#)   [Collaboration Request Form](#)   [Materials Request Form](#)   [Meet Me on Zoom](#)

---

You received this message because you are subscribed to the 4J list "cert\_elem".

Send e-mail to this list at [cert\\_elem@4j.lane.edu](mailto:cert_elem@4j.lane.edu)

To unsubscribe from this list, send e-mail to [cert\\_elem-unsubscribe@4j.lane.edu](mailto:cert_elem-unsubscribe@4j.lane.edu)

---

holt\_cert mailing list  
[holt\\_cert@4j.lane.edu](mailto:holt_cert@4j.lane.edu)  
<http://www.4j.lane.edu/staff/mailing>

---

