

FOSS Kit Delivery & Pickup Check List for Teachers

All kits at your school site must be ready on the scheduled pick-up day. No exceptions! Your Lead Science Teacher has a complete list of kits and barcodes. Place all the kits in the designated location before the pickup date. Pickups will occur between 8:30-3:30 pm. Please check to make sure the following is completed:

Preparing Your Kit for Pick Up

- Clean, dry, disassemble, and sort all items.
- Sort and inventory all items and secure them in plastic bags.
- Store posters flat on the bottom of the box.
- For K-2nd grade kits, include all 24 student books.
- Put all permanent and consumable items in the correct box as indicated. Items missing will be billed to your school. Items placed in the wrong box will be considered missing.** It is important that kits are properly prepared as they are immediately moved to another school. Any issues will cause problems for the next teacher. The inventory list is on the front of box and on the Science in Oakland website.
- Make sure all boxes for your kit are returned. Your kit may have up to four boxes. Include odd boxes that do not look like the usual FOSS kits:
 - Grade 1 - Solids and Liquids, Box C (gray bus trays)
 - Grade 2 - Balance and Motion, Box C (marble runs in a long tan bag)
 - Grade 4 - Solid Earth, Box D (green stream tables in brown boxes)
- Keep your three Teacher Binders. They stay permanently at your site.

After New Kits Have Been Delivered

- Fill out the Kit Use Log on the front of your boxes with your name and date.
- Inventory the kit within two weeks of receipt. Anything missing afterwards will be the responsibility of your school. Use the new inventory lists from your Lead Science Teacher or the Science in Oakland website at <http://science.ousd.k12.ca.us>. Indicate any missing or damaged items. Return the completed inventory to your Lead Science Teacher. Replacement items will be sent to your school site within 7 working days or can be picked up at the SMART Center.

Thank you for your help! Please contact us or your Lead Science Teacher if there are any problems or questions.