



Memo

To: Parent(s) and Guardian(s)
From: Samantha Halpin
Date: May 11, 2018
Re: Lost and Found

Dear Parent(s) and Guardian(s):

The Lost and Found at BES has quickly grown to great proportions. We are asking that if you are missing any of your child(ren)'s items, that you please come and take a look in our Lost and Found, located in the lobby, by the end of May.

Any items leftover on June 1st will be donated to Goodwill.

Thank you for your cooperation.

Sincerely,

Samantha Halpin
Principal
