



## HOUSEKEEPER ASSISTANCE

### LAUNDRY:

- Each dormitory has a laundry room with washers and dryers.
- Local laundry service will pick up and deliver personal laundry on Monday, Wednesday, and Friday.
- Laundry bags used for this service may be purchased at the student store.
- Dry Cleaning is delivered to a local dry cleaner and picked up by the Director of Housekeeping.
- Services for laundry and dry cleaning are billed to the student's account.

### SHIPPING:

- Luggage should be shipped by United Parcel Service. Maximum weight per piece is 70 pounds.

Please ship packages to:

Woodberry Forest School  
898 Woodberry Forest Road  
Woodberry Forest, Virginia 22989

***Do not ship anything via Air Freight or Greyhound Bus.***

- Packages received during the school year:  
Any package not sent via the US postal service will be received in the UPS room.

A notice will be sent to your son's email when a package arrives for him.

C.O.D.'s will not be accepted via UPS until the proper fee has been turned into the Housekeeping Office. (No. C.O.D.'s please unless there is no other alternative).

### STORAGE:

- The school makes summer storage space available as a service. These areas are locked when students leave in the spring and unlocked when the students return in the fall.
- The school is not responsible for items in storage.
- Storage must be taken out as soon as students return to school in the fall, as many of these areas must be prepared for other uses.