



## Lexington Local Schools

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May 8, 2014

Dear Parents,

Thank you for your patience as we experimented with some new ways to run our pickup line. Our goal was to try some options at the end of the school year, so we could adjust the pickup line procedures before the start of the 2014-2015 school year. We wanted to find the quickest and most accurate procedure for the pickup line while providing a safe environment for our students. I think we have achieved this goal, and most of all, we have developed a procedure that will provide the safest environment for our students.

The following is an outline of the new pickup line procedures. Please, realize that these rules are for the safety of our children as well as the efficiency of the pickup line. I thank you in advance for your adherence to these procedures:

- Students will lineup along the fence by the first gate.
- Cars will proceed and lineup at the beginning of the fence by the sidewalk. Please, do not stop directly in front of the gate.
- Please, leave a space (4-6 ft) between the fence and the parking lot so students and staff have a walkway for loading cars.
- Staff will dismiss students to cars
- Once the cars are loaded and free of students in the walkway, the staff will give a "thumbs up". This signal will be used to dismiss the row of cars.
- The next row of cars will proceed and lineup at the beginning of the fence by the sidewalk. Students will not be loaded until all cars have come to a complete stop.
- If a student is not present at the pickup line, the staff will ask the parent to pull up and wait for the student.
- If it rains, the students will be released from the building.

If you have any questions, suggestions or concerns, please feel free to contact me at 419-884-2765, ext. 5400.

Sincerely yours,

Genelle Eggerton



## Company

**OFFICE**

Work Street

Work City, Work State Work ZIP

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Work Email

**WEB**

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