



Galion Primary School
478 Portland Way North
Galion, Ohio 44833
TEL: 419 468-4010
FAX: 419 710-4845
www.galionschools.org

March 2, 2018

Dear Families,

Our students' safety is our number one priority at the Galion Primary School. In order to ensure this, we are starting a new morning drop off and dismissal routine (for pick up students only) on Monday, March 5, 2018. Following are instructions on the new process.

In the morning, only students will be allowed to enter the building. You are welcome to escort your child to the front doors to say goodbye but no one other than students will be allowed to go beyond that point. If you have a question for the office or need to leave a teacher a note, please use the buzzer to go into the office.

All pick up students will be dismissed from the outside doors to the north of the school office. These are kindergarten or preschool rooms with outside door access. Please go to the door listed below to get your child. You may have to go to more than one door if you have children in multiple classrooms. Please wait at the door in an orderly manner, and your student will be dismissed to you.

PRESCHOOL ONLY: Preschool parents will drop off students at DOOR U in the morning and at 12:35. You will also pick students up at the same door at 12:00 and 3:45. Tardy students must still report to the office.

DOOR Y

ALBERT
GARDNER
HAYES
CORTELLETTI
FACKLER

DOOR W

MOORE
CRIM
ZEUCH
CONNER
FOUST

DOOR X

EVAK
TANNER
WEGESIN
MAGUIRE
MURPHY

DOOR V

SUTTON
WALTER
HUMAN
SHIFLEY
ROWE

Please be patient as we master this new routine and call the office at 419-468-4010 with any questions. Thank you for your understanding and help in keeping our school safe!

Sincerely,
Mrs. Melisa Watters
Principal
Galion Primary School