



Galion Primary School
478 Portland Way North
Galion, Ohio 44833
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www.galionschools.org

2021/2022 School Year

Dear Families,

Our students' safety is our number one priority at the Galion Primary School. We are starting the morning drop off and dismissal routine (for all grade level pick up students only) on Thursday, August 19, 2021. Following are instructions on the process.

In the morning, only students will be allowed to enter the building. Please pull to the curb and drop your student off in a timely manner. If you have a question for the office or need to leave a teacher a note, please park your car in a parking spot and come into the office.

All pick up students will be dismissed from the outside doors. These are kindergarten or preschool rooms with outside door access, as well as the cafeteria door. 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. If you would like to pick them up in the same room, please send a note and we will put the children together using the youngest child's classroom. Please wait at the door in an orderly manner, and your student will be dismissed to you. **All students will be dismissed at 3:40.**

PRESCHOOL ONLY: Preschool parents will drop off students at DOOR U – Harris, DOOR V – Edgell, and DOOR W - Woodmansee in the morning at 8:30-8:40 and at 12:25. You will also pick students up at the same door at 11:50 and 3:40. Tardy students must still report to the office.

DOOR Y

HARRIS
SYCKS

DOOR X

EVAK
ALTSTADT

CAFETERIA

ALL 1ST AND 2ND
GRADE CLASSROOMS

DOOR W

WOODMANSEE
ALBERT

DOOR V

EDGELL
CUTTITTA

DOOR U

L. HARRIS
WALTER

Please call the office at 419-468-4010 with any questions. Thank you for your understanding and help in keeping our school safe!

Sincerely,
Mrs. Katy Erlsten
Galion Primary School Principal