



**Margaretta  
Elementary School**

**Margaretta Elementary School  
5906 West Bogart Road  
Castalia, OH 44824**

September 25, 2009

Dear Parents and Guardians,

MARGARETTA ELEMENTARY  
SCHOOL  
5906 West Bogart Road  
Castalia, OH 44824

Phone: 419-684-5357  
Fax: 419-684-6001  
E-mail:  
fwarner@margaretta.k12.oh.us

We are concerned with safety. This is the reason we'd like to reinforce the curb-side pick-up and drop-off only procedure immediately. Parents and guardians are to stay in their cars and drive through the pick-up and drop-off area with the ID card in the window.

Cars are driving through the area where students are being dropped off and picked up on their way to the exit. This is a major concern as we see children running across the drive to and from their parents' cars after they are dismissed to their parents or when their parents let them out on the driver's side in the morning.

Please do not drop off before 7:30 am in the morning. Staff are not on duty prior to this time. The children are to come directly in the lobby and wait until the morning monitor takes them to the gym. In the afternoon we will monitor your child or children to your car. This will help eliminate the confusion at the main entrance, help better insure the safety of our children, and keep the traffic flowing smoothly.

Just a reminder as we did last year we'd like parents to come in the driveway off of Maple Avenue in **TWO** lanes. This is an **entrance only** access road and it is large enough for two lanes. When you get to the parking area the right lane continues down to the first row of parked cars near the old building and drive behind them and up to the drop off lane. The left lane turns at the first and shortest route to the drop off lane. When you get to where the two lanes meet **PLEASE GO EVERY OTHER CAR TO THE DROP OFF POINT.** (Lane from the left lets lane from the right in and vice versa). Thank you.

Please show your **IDENTIFICATION CARD**; this really speeds up the process. If you need a new ID card contact the office. Parents and guardians are to **stay in their cars** and drive through the pick-up area with the **ID card in the window.**

Thank you again for all your help and cooperation. If you have any questions please call 419-684-5357 and we'll be happy to discuss your questions with you.

Sincerely,

Lynn Hurd, Principal  
Fran Warner, Assistant Principal

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