



Anna District 37
301 S. Green St.
Anna, Il. 62906



Dear parent / guardian

As has previously been communicated to you, we have recently been exploring ways to improve our student pick up process here at Lincoln School. After receiving valuable input from faculty, staff, the Anna Police Dept., and many parents as well, we have devised the following **after school** pick up plan:

- (1) All pick-ups will continue to occur on Warren St. only.
- (2) All Lincoln students will be assigned a unique pick up number.
- (3) These numbers will be written on Lincoln “bees” and distributed to parents. Parents will receive 2 bees (with their child’s pick up number on it) per child.
- (4) The “bees” should be hung from the rear-view mirror, or displayed on the upper right side of the pick up vehicles front windshield.
- (5) As vehicles approach, a staff member will radio in the numbers to other staff members supervising students inside. Students will then be lined up and ready to board vehicles when they arrive at the pick up area.
- (6) Anyone wishing to park and walk to pick up their child is welcome to do so. However, parking must occur on the left side of the street, and **prior to the alley turning left** as you approach the school (approx. 50 yards before the cross walk).
- (7) Anyone parking and walking should bring their “bee” with them and wait at the crosswalk across the street from the school. A staff member will then radio your number in and bring your child to you.
- (8) When leaving, anyone who has parked and walked should turn left and exit through the alley, prior to reaching the school (crosswalk). This will lessen the traffic congestion in front of the school, and provide a much safer crosswalk area.
- (9) There will be a \$1 charge for lost bees. They may be obtained by calling the school office.
- (10) **WE WILL BEGIN USING THIS PROCEDURE ON MONDAY, 9/24/07.**

By following this plan, we hope to provide a faster, yet more importantly safer, and more secure pick up for your child. Once again, thank you for your patience and cooperation in this matter.

Sincerely,

Mark Laster
(Principal – Anna District 37)

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