



October 2, 2024

Hello Samuelson families!

We are off to a great start to the school year. It's been fun to see so many of you at our Samuelson Community Parade, Field Day, OneRun, and other events. Thank you very much for your dedication to your students, our staff, and our school community.

I'm writing to let you know about a change to our afternoon pickup procedures that we will begin on **October 14**. As a staff, our highest priority is student safety. Afternoon pickup is a time when we need very specific procedures to meet this goal, as there are many people on school grounds and each student has a unique plan to get home safely. We also know that it can take a long time to get through the pickup line. We looked at procedures that other schools are doing and found some ways that we can improve our routines.

To help us meet this goal, we're going to make the following adjustments to our afternoon pickup routine:

1. Teachers will give you a card that identifies your student's name, grade, and teacher.
2. Please place the card for each student that you are picking up on the car's dashboard.
3. Families with multiple students will stop at each grade level. Staff will watch for the name cards and prepare students as you pull up.

Since this will be a change for the students, we're taking a few weeks to talk it through with them and get them prepared. To help with a safe pickup that is as efficient as possible, we need a few things from you:

1. **Always:** Display your student's name card on the dashboard.
2. **Always:** Stop at each grade level in which you have students.
3. **Always:** Pick up your student and immediately move forward so that the next car can move into the pickup spot.
4. **Never:** Block a driveway while you are waiting in line.
5. **Never:** Get out of your car in the pickup line.
6. **Never:** Stop in the pickup line for any reason other than waiting for staff to load your student.
7. **Never:** Turn left onto Bel Air at pick-up or dismissal time.

Samuelson Elementary School

Benjamin LaConner, Principal | Amy Wiegmann, Associate Principal
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Please reach out to me or Ms. Wiegmann if you have any questions about this change. We're looking forward to improving our processes and continuing to make Samuelson the best school that we can be!

Sincerely,

A handwritten signature in black ink that reads "Benjamin LaConner".

Benjamin LaConner
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