



December 19, 2008

To: Bayless Elementary and Intermediate Parents

From: Gina Siebe, Elementary Principal  
Kim Stallons, Intermediate Principal  
John Stewart, Chief Financial Officer

Re: Afternoon Student Pickup Procedures

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INTERMEDIATE PRINCIPAL  
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GINA SIEBE  
ELEMENTARY PRINCIPAL  
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Due to communication that Bayless School District received from the Affton Fire District there is a change to the afternoon student pickup procedures. This change is being made for safety purposes so that there is always at least one lane open for emergency vehicles to access the Elementary and Intermediate schools should the circumstances require their presence.

**Elementary School (Grades K – 2 ONLY)**

Enter the Elementary parking lot from Weber Road at the west end of the Elementary School. Follow the line to the back of the school and back to the west side of the school by the cafeteria where your student will be loaded.

**Elementary School (Preschool ONLY)**

Enter the Elementary parking lot from Weber Road at the west end of the Elementary School and park. If there is not enough parking, you may park in the Junior High parking lot. DO NOT park in the Intermediate School parking lot. Enter the Elementary School and pick up your student.

**Intermediate School (Grades 3 – 6)**

The student pickup line begins at the cross walk in front of the Intermediate School along the fence in a single file line extending back to Hildesheim. DO NOT park in the Intermediate School parking lot unless you have business in the Intermediate office. After your student is loaded proceed in front of the Intermediate School and exit right onto Weber Road from the driveway between the Intermediate School and the Elementary School.

No vehicles should be parked along the fence in front of the Elementary School or in front of the Intermediate School past the cross walk. This area is reserved for the buses to line up and load students. Any vehicles parked in this area will be in danger of being towed.

If you have any questions, please contact either the Elementary or Intermediate office.

Thank you for your cooperation.