



LYNCHBURG-CLAY

LOCAL SCHOOL DISTRICT

301 E. Pearl Street, PO Box 515 Lynchburg, OH 45142

Phone: 937.364.2338 www.lclsd.org

To: Lynchburg-Clay Elementary Parents
From: Renee Achtermann, Principal
Date: December 12, 2023
Re: End of Day Pickup Procedures

The safety of students and staff is prioritized at Lynchburg-Clay Elementary. We want to notify parents and caregivers that beginning January 4, 2023 the following procedures must be followed to ensure the safety of students and staff at Lynchburg-Clay Elementary:

- If you are picking your student up at the end of the day, please notify the office by 2:30pm by sending a note with your child, or calling the office at 937-364-9119.
- The lobby doors will **NOT** be opened to sign your student out until **3:15pm** each day.
- If your student is an everyday pickup, please use the pickup line.
- If you do not have a pickup number to use the pickup line, please contact the office at 937-364-9119.
- Waiting for extended periods of time in the lobby will no longer be permitted. Anyone entering the building for extended periods of time while students are in the building must have a BCI/FBI background check on file in the Board of Education office.

We greatly appreciate your cooperation in this matter. Please reach out if you have questions or concerns.