

MOULTONBOROUGH SCHOOL DISTRICT – SAU #45

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IMPORTANT DROP-OFF AND PICK-UP INFORMATION

Dear Parents/Guardians,

Thank you for working with us as we implement new times and new drop-off and pick-up procedures. We have worked to address each piece that hasn't worked well through the first week of school. Please note the procedures below, which should help things run smoothly and keep students safe. You will notice the choice at MCS of parking up in the Blake Road vertical parking lot or picking up curbside in front of MCS. The mornings are going very smoothly and if we all follow the plans below, the afternoons should run smoothly, too. Thank you.

- Buses will drop-off at MA and will proceed to the MCS Blake Road bus lot for drop-off. We will unload two buses at a time. All buses will remain in the lot until all buses have unloaded and all students are down the stairs.
- Parents dropping off at MA will drive through the student parking lot. Parents should not be driving in front MA when buses are dropping students off.
- Parent drop-off at MCS is in front of the school. Staff is there to assist you and your student(s).
- At the end of the day, MCS parents have the option of picking up their student(s) curbside in front of MCS, or parents may park in the Blake Road vertical parking lot and walk down to get their student(s). Visitor parking in front of MCS will also be available. Once the buses have pulled out of the Blake Road bus lot, parents may also park there if staying to use the playground, etc.
- We ask that parents who are picking up students in front of MCS please not begin cueing in front of the school before 2:45. Students will not start exiting the building before 2:50. The school day ends at 2:45, and then students get ready to leave—coats, backpacks, etc. Dismissal from the building is at 2:50.
- As in past years, in inclement weather, it will take longer to get students out to cars.
- **IMPORTANT:** All messages to change the afternoon transportation plan previously set up with the school (parent pick-up, walk, or bus) **MUST** be called into the MCS office by 2:15. No changes will be made after 2:15. Once the call comes in, the office has to get that message to teachers and students; it takes time to ensure everyone has the correct information, and we have students where they need to be.
- Once all bus students are loaded in the Blake Road bus lot, they will pull out and begin the end-of-day routes. Buses cannot be held to accommodate last minute changes and late parent requests. Holding the buses keeps students sitting on them longer than necessary, makes the routes run later at the end of the day, and is inconvenient for parents waiting at home for their student(s) to arrive.