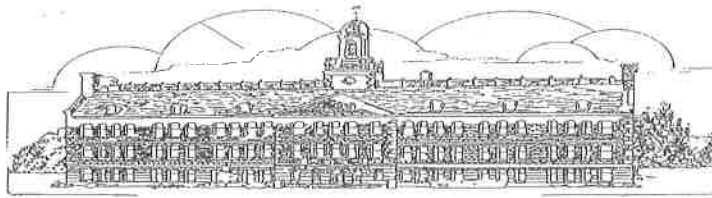


# Montgomery C. Smith Elementary School



102 Harry Howard Avenue  
Hudson, NY 12534

*Lisa Ruud*  
Associate Principal

*Mark Brenneman*  
Principal

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Associate Principal

December 18, 2018

Dear Parents and Guardians,

As part of our continuous efforts to increase safety and ease of drop off for parents in the morning, I want to share some information with you about the drop off procedure and safety additions that will be implemented over the next few months. We will be adding additional crosswalks and a sidewalk in the front of the building to allow easier access for parents who are dropping off their children. If you need to enter the building, please be sure to use the entrance closest to Harry Howard Avenue to allow smooth flow of traffic.

Please keep in mind that school starts at 8:00AM - students should be in the building and ready to learn at that time. Parents can begin dropping off their students at 7AM. We begin serving breakfast at 7:15AM and breakfast is available in the cafeteria until 8AM. Students arriving between 8AM and 8:30AM will receive a "grab and go" breakfast when they enter the building.

**Starting on January 2nd the traffic gates will be closed at 8AM. Any families arriving after 8AM will need to park their vehicle and sign their student in at the attendance window** The school does not have supervision outside the building after 8AM and it is not safe for students to be dropped off without district staff there to receive them. Please make every effort to get your students to school on time.

Thank you always for your support and understanding and additionally your efforts when it comes to letting the school know by noon each day if a child is being picked up. On half days we require notification by 10AM if there are any changes to your child's pick up or bus routine. We need to adhere to these times as that is the only way we can guarantee that we will be able to communicate that message to everyone involved and get the students home in a safe and orderly manner.

I appreciate your patience as we establish new routines that make it easier on our families and students to come to school and have a great experience every day. Should you have any questions please feel free to contact me.

Sincerely

Mark Brenneman  
Principal

Lisa Ruud  
Associate Principal

Ian MacCormack  
Associate Principal