Dear Hemenway Parents/Guardians,

Welcome to the 2017/2018 school year! I hope that you have enjoyed the beautiful summer weather with family and friends. I am sending this letter to outline our drop off and pick up procedures for those of you who are new to Hemenway, and as a reminder to our returning families. I am asking for your continued cooperation with respect to our very challenging parking situation at dismissal time. We enjoy a collaborative relationship with the McAuliffe Library and are so delighted that they are our neighbors. Our teachers and students are continuing to use the many resources that the library offers to enrich our curriculum, as well as to just plain enjoy the beautiful space! Please do not park in the library parking lot at dismissal, because the library is open all day we have run into a problem with Hemenway parents using the library parking lot for school pick-up. Please use the side streets for parking near the school if your child is parent pick-up or front path: Bacon Road, Hemenway Road, Gregory Road or the shopping center parking lot. Another option is for your child to walk the back path to Donovan Drive and Baldwin Avenue. The back path is supervised by teachers during dismissal and morning arrival.

**AM Drop Off: 9:00-9:15**

- All buses and cars enter the Hemenway driveway on the west entrance to the school.
- Buses will drive around the school to unload. No private vehicles are permitted to drive around the school, only authorized school department vehicles are allowed.
- “Live” drop-off will be in front of the school adjacent to the sidewalk. It is important to note that this in a **SINGLE lane only** and staff will be stationed out front to assist students as they exit the vehicle. Drivers must remain in the car in order to allow the flow of traffic to move. **Please make sure that you have given your hugs and kisses to your child prior to entering the “live” drop off lane to keep the cars moving.**
- The front lot has limited parking spaces available for those parents who need to come into Hemenway. Please note that if you park in the front parking lot, you must **escort your child into school** via the crosswalk in front of the main entrance. Please do not double park in the front parking lot. Additional parking is located on the side streets and the shopping center parking lot. Please do not park near the CVS entrance as it impacts their customers’ access to the store.
- Students who walk to school will cross Water Street at the crosswalk on the east side of the driveway where there is a crossing guard. Students will walk up the sidewalk, and cross in the crosswalk in front of the bus lane [east side] and continue on the sidewalk in front of the school and enter through the front door.
- Back Path students will walk on the back path. We have staff monitoring the back path; students will be met by another staff member to cross the bus lane at the back of the school.

**PM Dismissal 3:15**

**The Front Doors open at 3:17**

- **Parent pick-up:** All parents/guardians who designate their child to be “parent-pick up” will meet their child in the cafeteria. **No students are allowed to meet their parent/guardian in the parking lot.** Please remember to send a note to the teacher notifying her/him that your child is a parent pick up.
- **NO private vehicles** are allowed to enter the parking lot between 3:00-3:25, with the exception of those vehicles that have a handicapped placard.
- **No private vehicles** are allowed in the lane directly in front of the school during dismissal.
- Students who are designated “front path” will be escorted by staff across the bus lane via the sidewalk on the east side of the building and walk on the sidewalk to the crossing guard.
- **Bicycles**
Older children, with parent permission, are allowed to ride bicycles to/from school. Bicycles need to be secured in the bike rack in the front of the school. At the end of the day, children riding a bike will be dismissed with “walkers” and they will walk their bike across the crosswalk escorted by a faculty member/parent for their safety. Students who ride bicycles must meet with the Principal or Assistant Principal and their parents to review Hemenway rules for riding bikes on school property. Parents should contact the principal or assistant principal and request a meeting to review these rules before students ride their bikes to school.

- Students who are designated “back path” will be escorted by staff across the bus lane at the rear of the building and down the path behind the school.
  For safety reasons please do not have your child/children play on the grass in the front of the school. We welcome you and your child/children to use the playground and fields behind the school.

- For the safety of our students, No cars are allowed to drive around the school or park in the areas reserved for school staff during the school day.

- There is handicapped parking in the front of the school for those who have Handicap Plaques or plates.

We recognize that occasionally you might need to send your child to school a few minutes early. Starting at 8:50 there will be limited coverage for students who are dropped off directly in front of the school at the main entrance. Students will enter Hemenway through the front door and sit in the lobby until 9:00. No student should arrive at Hemenway School prior to 8:50 as there is no adult supervision.

The YMCA provides before and after school care at Hemenway between the hours of 7:00 am and 6:00 pm. If you are interested in before and/or after school care please contact Shannon Dixon at the Metrowest YMCA. 508-879-4420 x42 sdixon@metrowestymca.org

We are looking forward to a wonderful school year and we thank you for your cooperation in following our drop off and dismissal procedures. Please contact me if you have any comments, questions or concerns.

Sincerely,
Liz Simon