

*Important School Notice to Parents with
Children at
Harry Lee Cole and Spofford Pond School*

October 5, 2007

Dear Parents,

To eliminate some anxiety associated with picking up students at both schools, and to reduce traffic at each building, we are going to offer the following opportunity to parents who have children at both Harry Lee Cole and Spofford Pond School. Arrangements will be made for siblings to be transported from either Cole or Spofford Pond on an early bus to meet their brother(s) or sister(s) and connect with their ride home each day.

For example: if a first grade student at Harry Lee Cole has an older sister at Spofford Pond, the Cole student will be able to take an early bus to Spofford Pond where he will meet his sister in the Front Lobby. They both will then go outside to meet their ride in the pick-up line at Spofford Pond.

If the preference is for a Spofford Pond student to meet at Harry Lee Cole, the student will be directed to walk up the walkway to the front of the building and into the Front Lobby. A staff member will be there to greet them and pair them up with their siblings.

For this to work efficiently, arrangements are going to have to be made on a consistent basis. Knowing there will be occasional changes to transportation plans, we will request that parents not call on a regular basis to modify plans. It will up to you and your child and their responsibility to remember what day they will be traveling on the shuttle. We will not be able to hold up the bus route to locate a child who has forgotten a change has been made.

If you are interested in taking advantage of this opportunity, please complete the form on the reverse side.

Sincerely,

Kathryn Nikas, Principal

Lawrence Fliegelman, Principal

Harry Lee Cole School

Spofford Pond School

SHUTTLE BUS PICK-UP FORM

Name of Student: _____

I would like my child to be transported from **Harry Lee Cole/ Spofford** to
(please circle one above)

Harry Lee Cole/ Spofford to meet his/her sibling _____
(please circle one above) Grade Level

On the following days *(please circle days needed)*:

Monday Tuesday Wednesday Thursday Friday

Please return form to the **Spofford Pond School Office** by **Thursday, October 11, 2007**. The intended start date will be Monday, October 15, 2007.