



Dr. Juliette Pennyman, Superintendent of Schools

Dec. 8, 2023

Dear Hudson City School District Families,

We hope this update finds you well and staying warm!

Considering the health and safety of all students, staff and community members, this letter serves as a friendly reminder to all Hudson City School District families regarding the pick-up and drop-off locations and times for each building.

Montgomery C. Smith Elementary: Morning drop-off begins at 7:30 a.m. for Kindergarten through Grade 5. Pre-Kindergarten drop-off begins at 7:45 a.m. If you require an earlier drop-off time, please contact Mrs. Stratman at strattmanc@hudsoncsd.org

Drop-off occurs in the front of the building, using only the first lane, closest to the school/ The outer lanes are meant for staff parking. It is for the safety of our students that we request they not cross these lanes. Please use the inside lane only, closest to the school. Parents/guardians should remain in the car. All students need to be at school by 8 a.m. Students will be marked tardy starting at 8:05 a.m.

Parents/guardians who need to pick up their child(ren) early must do so by 2 p.m., and notify the school of their intention to pick up early by 12 p.m. noon that day. Pre-Kindergarten pick-up will be in the front of the building at 2:30 p.m. Kindergarten through Grade 5 pick-up will be in the back of the building at 3 p.m. Parents/guardians that arrive before 3 p.m. will line up on the side of Paddock Place and then be directed into the bus loop by staff after the buses have been released. Please pull as far forward as you are directed so that we may minimize traffic on Paddock Place. A staff member will escort your child(ren) to your car once you have pulled as far forward as you can.

Please contact the Montgomery C. Smith Elementary School main office at 518-828-4360 (ext. 1112) if you have any questions or concerns.

Hudson Junior High School: Morning drop-off and afternoon pick-up of Junior High School students should take place in the south parking lot **ONLY** (next to the Elks Lodge). The main entrance/bus loop is for school staff and school buses **ONLY**. Parent drop-off/pick-up will not be permitted to come down the main bus loop.

Please drop off your student(s) as close to 8 a.m. as possible. Buses cannot release students until 7:30 a.m. When pulling up to the curb along the side of the building, please pull as far forward as possible before dropping off your child so that traffic doesn't get backed up. Students who are dropped off/walk to school should enter the building through the side entrance (facing the Elks Lodge). If you have a student to be dropped off/picked up at the Senior High School, please use the north entrance next to the electronic sign (intersection of Harry Howard Ave & Joslen Blvd).



Regular dismissal is at 2:37 p.m. If you plan to pick up your child before dismissal, please send a note or a phone call in advance to notify the main office of early pick-up plans. Please contact the Junior High School main office at 518-828-4360 (ext. 8100) if you have any questions or concerns.

Hudson Senior High School: Morning drop-off and afternoon pick-up should take place in the north parking lot **ONLY** (the entrance at the intersection of Harry Howard Ave & Joslen Blvd). The main entrance/bus loop is for school staff and school buses **ONLY**. Parent drop-off/pick-up will not be permitted to come down the main bus loop.

Students who are dropped off/walk to school will enter through the Senior High School Main Entrance front door. Please drop off your student(s) as close to 8 a.m. as possible. Buses cannot release students until 7:30 a.m. If you have a student to be dropped off/picked up at the Junior High School, please use the south entrance next to the Elks Lodge (201 Harry Howard Avenue).

Regular dismissal is at 2:37 p.m. If you plan to pick up your child before dismissal, please send a note or a phone call in advance to notify the main office of early pick-up plans. If you have any questions or concerns, please contact the Hudson Senior High School main office at 518-828-4360 (ext. 3100).

All of this information with maps to assist is also available on the Hudson City School District website under the "Drop-off/Pick-Up Procedures" tab for [Montgomery C. Smith Elementary School](#), [Hudson Junior High School](#) and [Hudson Senior High School](#).

Thank you very much for your understanding and cooperation in this matter.

Sincerely,

Dr. Juliette Pennyman
Superintendent of Schools
Hudson City School District

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