



# Brown School

1 Jean Burke Drive, Natick MA 01760

Dr. Edward Quigley, Principal  
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Dear Parents and Guardians:

The safety of all our children is one of our primary goals. Because arrival and dismissal can be somewhat chaotic, the Brown School has established some procedures to ensure that safety of everyone. Please take a moment to review the following procedures:

- No U-Turns are allowed at any time AM or PM on Jean Burke Drive. Cars need to drive around the circle in front of the school.
- There is no parking in the area that is marked by cones at the corner of Jean Burke Drive and Lucier Drive. The buses need to make the corner upon arrival and once the snow comes, the driveway becomes narrower and the buses will need the extra space even more. We also need to have a clear view to cross the children at this corner.
- If you are dropping off in front of school in the morning, please remind your children to exit from the passenger's side toward the sidewalk. If you have any special circumstances that will not allow for this, please park on Jean Burke Drive and have your child exit the car there and walk to the front of the school. Then, when exiting, you can get in line and go around the circle.
- Handicapped parking spaces are for those who have special parking permits from the Massachusetts Department of Motor Vehicles.
- Please share these procedures with anyone who picks up your children.

If you plan on coming into the school during the school day from 8:20 to 2:40, you will need to come to the office and sign in and wear a visitor's badge. All doors, except the front door will be locked throughout the day.

We've had a great opening to the school year and hope that this reminder will ensure that everyone continues to arrive and depart from school safely.

Thank you for your continued cooperation.

Sincerely,

Edward P. Quigley, Ed.D.  
Interim Principal

*Our vision...Excellence in education  
to prepare children for the new millennium.*