

September 2009

Dear Parents new to MFS,

Welcome to the MFS community. To ensure the safety of MFS children and the adults in the community I am writing to share important procedures regarding drop-off and pick-up. Everyone must take an active role in being careful and following directions especially during drop-off and pick-up times. Please review the enclosed traffic maps and rules for drop-off and pick-up.

Our maintenance crew supervises traffic during drop-off and pick-up. It is absolutely crucial that **everyone** follows the directions of our maintenance crew at all times:

- Obey the traffic and parking rules and the directions of our staff.
- **Never** make a “U” turn.
- Be patient, and don’t try to short circuit the traffic flow.
- Do not park in handicapped spaces or in spaces reserved for Moorestown Monthly Meeting.
- Do not park in the Visitor Parking spaces by the West Building from 2:30 until 3:30 pm.
- Pick-up Middle and Upper School students at the oval, not at the Dining Hall/Commons, until 3:30 p.m.
- As of July 1, 2004, the State of New Jersey barred motorists from holding a cell phone while driving. Please comply with this law and school policy when you are on campus.

During the first few weeks of school, traffic can be especially congested as families get settled into their routines. Allow plenty of time for student drop-off as well as some cushion time when scheduling after-school lessons or appointments. There are no after-school enrichment programs during the first few days of school, so the Lower School line for pick-up will be long. However, the Lower School pick-up car line will shorten significantly when the after-school programs begin on September 29.

In our community, we have experienced medical emergencies from time to time involving visiting student athletes, students, faculty and staff, and others on campus. Emergency medical personnel and the local fire department have urged the school to be sure that rescue vehicles are able to navigate the oval. To support that request, **the yellow-lined, right-hand side of the Upper School oval will be coned off beginning at 3:30 p.m. every afternoon.** After that time individuals will only be able to park on the inner oval - that is the left-hand side of the oval. Do not move the cones or park on the right-hand side of the oval.

The oval is a fire and bus lane. Please remember these rules for the oval:

- **Cars should never be left unattended on the yellow-lined, right-hand side of the oval at any time of the day.**
- During pick-up time, Middle & Upper School parents may wait in their cars on the oval to pick-up children.
- ***Student drivers are NOT allowed to park on the oval during the school day.***

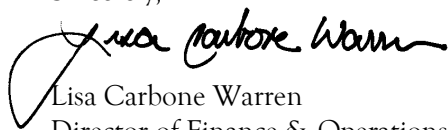
For smaller evening activities on campus, we will allow cars to be parked only on the inner oval. When there are larger evening events, meetings, concerts, we will close the oval completely to parking. At these times, the only individuals who are permitted to come onto the oval are those approved to park in the three handicapped spaces.

If your child is old enough to drive to school, please take time to be sure that he or she is familiar with these directions, especially with the prohibition of student parking on the oval.

It only takes one person to disrupt the traffic flow. If someone who does not normally come to campus – perhaps a babysitter or grandparent – is picking up or dropping off your child, go over the rules and traffic pattern with that person in advance. Please do this for the driver’s safety as well. You can reference and print out the enclosed maps on the school web site ([www.mfriends.org](http://www.mfriends.org)), in the Parents section click on “[Traffic Map](#).”

Thank you for helping to ensure the safety of the school community. Best wishes for a great year.

Sincerely,

A handwritten signature in black ink that reads "Lisa Carbone Warren". The signature is written in a cursive style with a large, looping initial "L".

Lisa Carbone Warren  
Director of Finance & Operations

Enclosures