



# Madisonville Elementary School

317 Highway 1077  
Madisonville, LA 70447  
985-845-3671 Fax 985-845-1393

*"Shining Light on our Future"*

*Candice Hickman*  
Principal

*Tonya Barth*  
*Kelby Morris*  
Assistant Principals

March 2, 2021

Dear MES Families,

We are excited to announce that the first and second graders have officially moved into the new building. With moving into the new building, we will have new procedures as well.

Morning Arrival – Students in first and second grades in the new building will cross the street into the new building after arriving by car or bus in the morning. Please be aware of these changes in procedures and remind the children of these changes as we will do also.

Afternoon Dismissal – Carline students will be dismissed from their classrooms to their car rider locations. Bus riders will remain in their classrooms until their bus is called. Students will be crossing the street in the afternoons, please be mindful of this during carline in the afternoons.

Checking-In/Checking-Out – For ALL students in ALL grades - please park on CS Owens via Hwy 1077. There is short term parking on the street along the fence. You will park and walk into the new main office in the new building where the secretaries will help you check your child in or out of school. Please remember that our latest check-out is at 3:15 PM, otherwise please utilize our carline for afternoon pick-up.

Dropping Off Items – We ask that you attempt to send things your child will need at school with your child in their book bag. If you must drop something off, please walk it into the office clearly labeled with the student's name and teacher's name.

This office in the new building will be the only office that parents will utilize for the needs of the students in all grades. You will no longer be asked to wait in your car for a secretary to arrive. Please park in the designated parking areas and come into the main office. Please remember to wear a mask when entering the school campus.

If you have any questions about these new procedures, please call the office at 985-845-3671.

Thank you for sharing our excitement with this new adventure.

*Candice Hickman*

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