

Allison C. Rioux, Ed.D, *Principal*

September 2018

Dear FRES Families,

To assist us in streamlining our dismissal, we are asking that you let us know by completing the attached form if your child will be walking home or getting picked up every day or on a **regular basis** (e.g. every M-W-F). This will allow us to generate a list of students who are permanent walkers or permanent pick-ups this year. Please remind students that are walking or biking home that they **must** check-out and sign-out with the adult in the main lobby.

If your child is walking home or getting picked up on an occasionally, or sporadic basis, please follow our normal/existing procedures of sending in a note to your child's classroom teacher, or calling the main office that day. We ask (unless it is an emergency) that you call the main office by **1:30 pm**. This limits the disruption to instruction that occurs when the main office needs to call into the classroom to inform the teacher that a child is getting picked up. It also ensures that we do not put a student on the bus, who should be getting picked up.

When you are picking up your child for dismissal, please enter at the cafetorium doors (the far left side of the school). Designated adults **MUST** meet the child at the cafetorium at 3:30 PM. No child will be allowed to meet his/her parent or guardian at a car. Designated adults should have ID to show at sign out if asked.

If you are picking up your child at any other time than normal dismissal (e.g. for a doctors' appointment) please continue to come to the main office and sign out through the main office. **All pick-ups during regular school hours must be done in the Main Office.** All Children **MUST** be signed out by the designated adult to ensure their safety.

Please send this form back to school by Wednesday September 12, 2018.

Thank you for your assistance in improving our dismissal processes.

Sincerely,



Dr. Allison Rioux, Ed.D

Dismissal Information for Permanent Walkers or Bikers
French Road Elementary School
2018-2019

Please check below if your child will be walking/biking home from school *every day (or on a set/consistent (e.g. M,W,F) schedule.*

_____ My son/daughter has my permission to walk (or ride their bike) home from school **every day** during the during the 2018-19 school year.

Student Name: _____

Classroom Teacher: _____

Parent/Guardian Signature: _____

**Dismissal Information for Permanent Parent/Adult Pick-Ups
French Road Elementary School
2018-2019**

Please check below if your child will be getting picked up from school every day or on a consistent basis.

_____ I will be picking up my son/daughter up from school EVERY day.

_____ I will be picking up my son/daughter up from school on a consistent basis each week.
(Please not below the consistent days that you or someone appointed by you will be picking your child up).

_____ Monday

_____ Tuesday

_____ Wednesday

_____ Thursday

_____ Friday

*****Please notify Transportation at 242-5200 extension 5092 of the permanent pick up schedule so they are aware which days your child does not require busing*****

*****If you do not have a consistent, permanent schedule for pick up, please follow our normal procedure of sending in a note each day (or calling prior to 1:30)*****

Student Name: _____

Classroom Teacher: _____

Please list (print) the names of adults (e.g. mom, dad, grandparent, ect...) who will be picking your child up:

Parent/Guardian Signature: _____