

FRES DROP OFF, PICK UP PROCEDURES

2018-2019



Dear Parents/Guardians:

Safety is our number one concern at FRES. Please help us to keep your child safe by adhering to the following guidelines:

Drop off at FRES: Your child may not go to his/her classroom until the bell rings at 8:50 am. Children being dropped off at school may **NOT** be dropped off before 8:35am. FRES does not have a before school care program. Students may be dropped off at 8:35 at their grade level entrance (Please see map on the next page for the grade level entrance locations). To ensure your child's safety, please sign your child in or out if arriving late or leaving early. **Cars are not to enter the bus loop between 7:30 a.m. and 9:30 a.m. or between 2:45 p.m. and 3:45 p.m. during normal school days. These times are reserved for buses only.**

Pick up during School: Please send a note/dismissal pass to school in the morning with your child stating the date, time, reason for pick up and the person designated to pick him/her up. This will help to ensure that the teacher is aware of the pick up. Please arrive a few minutes early so we can call your child down when you arrive. A parent/guardian must sign your child out in the main office.

Picking up at school dismissal: Please send a note/dismissal pass to school with your child stating the date and the person designated to pick up your child. The designated adult **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. The designated adult should have ID to show at sign out if asked. 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.

Walkers or bikers: If your child is going to walk or ride his/her bike home any day, they **MUST** have a note stating that they have parent/guardian permission to walk or ride their bike that day. Your child can be put on a permanent list by sending a note to your child's teacher. Your child will sign themselves out in the Main Office lobby. If a child does not have a note, they **will not** be allowed to walk/ride their bike to ensure their safety. It is very important to have parent permission.

Students who are picked up after school on a regular basis: If you know that your child is going to be picked up on a regular basis, please send a note in to your child's teacher. Your child's name will be put on a permanent pick up list that will be at the cafetorium at 3:30 PM each day. Your child can be added to the permanent pick up list at any time during the school year by sending in a note to his/her teacher. **Please remember that the designated adult should have ID to show at sign out if asked.**

Change of plan during the school day: If you need to make a change during the day, please call the Main Office **BEFORE 1:30 PM**. It is hard to track down students at the end of the day, so calling in by 2:00 PM assures us ample time to contact them. Please keep daily changes to a minimum.

THANK YOU FOR ALL YOUR HELP WITH THESE PROCEDURES

French Road Elementary School Building (not to scale)

Cafetorium

Student
Pick
Up Area

PICK UP
Inside
3:30 p.m.

Entrance for
3rd graders.
NO DROP OFFS
BEFORE 8:35 a.m.
PLEASE

Entrance for before
school
activities and
after 9:00 a.m.

Entrance
for 4th and
5th
graders
off buses

Main Office
Entrance

Student Pick Up Area

Pick Up Area

Drop Off/Pick Up Area

DROP OFF
(arrival and before
school activities)

Drop Off Area

Student Drop Off Area

S I D E W A L K

SIDEWALK

BUSES ONLY
7:30-9:30 a.m. and
2:45 – 3:45 p.m.

EXIT

ENTER

Sidewalk

EXIT

Sidewalk

ENTER

French Road