

September 2021

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/biking home or getting picked up every day or on a **regular basis** (e.g. every Mon/Wed/Fri). 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 occasional, or sporadic basis, please send in a note to your child's classroom teacher or call 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 being picked up.

If you are picking up your child at any other time than normal dismissal (e.g. for a doctors' appointment), please send in a note or dismissal pass so classroom teachers can have them ready to leave.

**All pick-ups during regular school hours must be done outside the main entrance doors.** Please call the main office at 585-242-5140 upon arrival or press the buzzer at the door. Family members picking up students will wait under the awning outside the main entrance doors after they have connected with the main office. Parents should be prepared to show their license at the door for sign out. A secretary will verify your license, then walk the student to the door. **2:45 pm is the latest time for early pickups done through the main office.**

Pickups at dismissal will be done in the FRES cafetorium (the far left of the school). **Students who are getting picked up will be dismissed via PA announcement at 3:15.** All students will report to the cafeteria. Parents will enter cafetorium door #4 to sign their child(ren) out and exit through a separate set of doors (door #5). Parents should be prepared to show their license for sign out. **Everyone who enters the building must wear a mask.**

**Please send this form back to school by Friday September 24, 2021.** Thank you for your assistance in improving our dismissal processes.

Sincerely,



Maurin Jeffries  
FRES Principal

**Dismissal Information for Permanent Walkers or Bikers**  
**French Road Elementary School**  
**2021-2022**

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

\_\_\_\_\_ My son/daughter has my permission to walk (or ride their bike) home from school **every day they attend** during the during the 2021-2022 school year.

**Student Name:** \_\_\_\_\_

**Classroom Teacher:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Dismissal Information for Permanent Parent/Adult Pick-Ups  
French Road Elementary School  
2021-2022**

**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 they attend.

\_\_\_\_\_ I will be picking up my son/daughter up from school on a consistent basis each week.  
(Please note below the consistent days that you or someone appointed by you will be picking your child up).

\_\_\_\_\_ Monday

\_\_\_\_\_ Tuesday

\_\_\_\_\_ Wednesday

\_\_\_\_\_ Thursday

\_\_\_\_\_ Friday

*\*\*\*\*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, etc....) who will be picking your child up:**

**Parent/Guardian Signature:** \_\_\_\_\_