

September 2023

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. **Please note, if you already completed the pick up survey sent to families in late July, there is no need to complete this paper form.**

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. If a note is not sent in that morning, 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 in the main office. Families should be prepared to show their license for sign out. **3:00 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 3:25.** All students will report to the cafeteria. Families will remain in their vehicles for pick up, staff will verify ID and bring the student to the family member. Families should be prepared to show their license for sign out. Thank you for our assistance in improving our dismissal process.

Sincerely,



Ms. Colleen Coggins
FRES Principal

Dismissal Information for Permanent Walkers or Bikers
French Road Elementary School
2023-2024

If you did not fill out the online survey sent to families in late July, 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 child has my permission to walk (or ride their bike) home from school **the following days of the week** during the during the 2023-2024 school year. (Please note the consistent days your child will be walking/biking home):

_____ **Everyday Monday through Friday**

_____ **Monday**

_____ **Tuesday**

_____ **Wednesday**

_____ **Thursday**

_____ **Friday**

Student Name: _____

Classroom Teacher: _____

Parent/Guardian Signature: _____

Dismissal Information for Permanent Parent/Adult Pick-Ups
French Road Elementary School
2023-2024

If you did not fill out the online survey sent out to families in late July, 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 child from school EVERY day they attend.

_____ I will be picking up my child 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:

Council Rock and French Road will be using an app to help facilitate end of day pick up. Each family will be given a card with their last name and assigned family number. FRES can provide up to 4 cards per family. How many cards will your family need?

Parent/Guardian Signature: _____