

**FRENCHTOWN**  
**PM DISMISSAL /STUDENT PICK UP Procedure**  
**2023-2024**

**Dismissal 3:25 PM**

**Please drive slowly on school property at all times. There are many students and adults outside during dismissal pick-up. Thank you.**

**NOTE:** Please make sure all sitters, nannies, aunts, uncles, friends, neighbors, etc. know the process and procedure for picking up children and always have a photo ID with them.

**Remember:**

- to notify the school of any change in dismissal/pick up routine for your student as early as possible to avoid confusion.
- be sure the note is dated, has the child and teacher's name, name of the person picking up, and parent/guardian signature.
- send a note into school with your child on the day of or before there is a change in dismissal.
- email communication is also acceptable sent to your child's teacher and Mrs. Kehoe our school secretary.

**For "Car Bear" pickup:**

- Arrive at Frenchtown School from 3:10 to 3:20
- Enter onto the Access Road on the left side of the school.
- **Park your car on the right side of the access road only facing the back soccer fields or in the back parking lot along the soccer fields.**
- Proceed on foot to the exterior school door outside of the library where you will find a dismissal table.
- **Remember all adults must bring a license/picture ID for verification.**
- Staff will ask for the student name, to see a photo ID, and a signature
- If you are sending a designee we must have a corresponding note with parent/guardian signature prior to the pick up specifying the pick up person
  - We will not under any circumstances release your child to an adult that does not meet these criteria. We will hold your child until written confirmation is made.

- Adults are to carefully walk their children back to their vehicles along the crosswalk areas painted in yellow or grass on the Access Road for safety purposes.
  - Please hold your child's hand and be mindful of the traffic from other cars and buses.
- All vehicles must carefully and slowly follow the single-lane traffic pattern outlined in yellow for dismissal, parking, and pickup traffic flow.
- Buses have the right of way.. For everyone's safety, please do not drive around the front of buses as they exit the school grounds.



- If open and space available, enter Frenchtown School Access Road.
- Per EGPD the Parks & Rec lot will be used for traffic overflow awaiting parking space on the access road in order to prevent traffic from backing up on Frenchtown Road. Please follow the pink arrows when necessary.
- Please be mindful of people waiting according to this plan and avoid jumping the line. Everyone wants to arrive safely.

**Your cooperation and patience over the days ahead are greatly appreciated as we bring the children all back into Frenchtown School and work to be as efficient as possible without compromising safety.**