

**FRENCHTOWN**  
**PM DISMISSAL /STUDENT PICK UP Procedure**

**REVISED EFFECTIVE 1/5/26**

The NEW Frenchtown School construction project begins over vacation on 12/29/25, with preliminary work happening this coming week.

**CHANGES ARE NECESSARY FOR ARRIVAL AND DISMISSAL.**

Optimizing bus transportation is encouraged. Having your child ride the bus to and from school will help reduce traffic congestion.

**IMPORTANT**

We respectfully ask that everyone bringing students to school in the morning review the following carefully. These plans have been created in collaboration with our director of facilities, Bob Wilmarth, the EG police department, the EGSD safety experts, as well as the construction leadership team. Your cooperation is very important to maintain safety for all and is greatly appreciated.

**SCHOOL HOURS REMAIN:**

9:00 - 3:31 = School Day Hours K-2

**Parent/Guardian Pick up - will now be from 3:40 - 3:55 PM**

If arriving before 3:40, you must wait in the Parks and Recreation lot across the street from Frenchtown School until buses have departed the school.

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

**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. Best to receive the message before noon on the day of the dismissal change.
- Be sure the note is dated, and has your child's and teacher's name, the name of the person picking up, and a parent/guardian signature.
- Send a note to school with your child on the day of or before there is a change in dismissal.
- Email communication is also acceptable - Please send it to your child's teacher and Mrs. Kearney, our school secretary, no later than noon on the day of dismissal.

## For "Car Bear" pickup:

- Arrive at Frenchtown School from **3:40 to 3:55 PM**
- Enter by the west side parking lot entrance and proceed to the front of the school. You may also park and walk to the front entrance.
- Staff will be at the front to dismiss students as we always have. We will continue having the adult sign out the student when picking the child up at Frenchtown.
- **Remember, all adults must bring a license/picture ID for verification.**
- Staff will ask for the student's name, to see a photo ID, and a signature
- If you are sending a designee, we **must** have a corresponding note with the parent/guardian's signature before the pick-up specifying the pick-up person
  - We will not under any circumstances release your child to an adult who does not meet these criteria. We will hold your child until written confirmation is made.
- 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 **blue** for dismissal, parking, and pick-up traffic flow.
- **Buses have the right of way. They should be gone from the school by the time the car bears are picked up, starting at 3:40. For everyone's safety, please do not drive around the front of buses as they exit the school grounds.**

**Revised diagrams will be forthcoming in the next 24 hours.**

**As necessary, parks and rec parking lots will be used for overflowing traffic.**

**Your cooperation and patience throughout the school's construction project are greatly appreciated as we bring the children into Frenchtown School and work to be as efficient as possible without compromising safety. Thank you!**

**Warm regards,  
Maryann**