

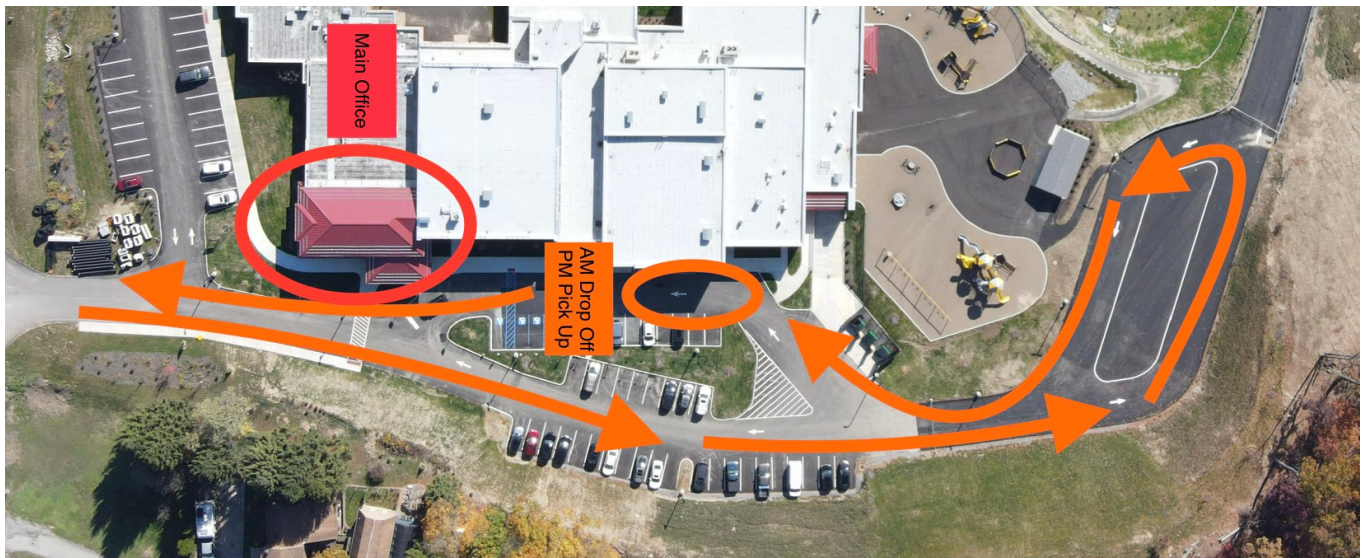
Arrival/ Dismissal Procedures

Arrival Procedures:

BUS RIDERS: Students riding the school bus will enter our school through the doors on the east side of the building. (This is the side of the building closest to the Estates at Franklin Fields neighborhood.) This parking lot area is restricted to SCHOOL BUS ONLY traffic from 8:35-9:15am and 3:20-4:00pm.

WALKERS : “Walkers” from the Estates at Franklin Fields neighborhood will also enter through these doors.

DROP-OFFS: Students being transported to school by a parent/guardian follow these procedures:
Students that are being transported to school by a parent/guardian will enter the building through the Gym/Cafeteria Entrance located on the west side of the building.
Morning drop-off of students being dropped off will be handled in the parking lot near the Main Entrance & Gym/Cafeteria entrance. This is the side of the building that faces toward Nicholson Road/I-79N. There is signage on the building to identify the Main Entrance.
Please follow the traffic patterns on site to reduce traffic congestion along Rochester Road.



- Please pull forward as far as possible to allow us to maximize the number of vehicles that can load/unload at the same time. This helps with efficiency and traffic flow.
- Students should exit their vehicles from the passenger side of the vehicle. Parents should remain in the vehicle at all times.
- Parents/guardians should NOT park their vehicles and walk through the parking lot with their child. This creates an extremely unsafe environment. Please remain in your vehicle and follow the traffic flow through the drop-off/pick-up loop.
- When dropping students off, please be mindful of children’s safety and considerate of others in line behind you.

Dismissal Procedure:

The elementary student school day ends at 3:25 p.m. Students will be dismissed via the Public Address System.

BUS RIDERS: Students riding a school bus home will remain in their classrooms until their bus arrives at FES. Students will be called to load their bus via the public address system.

WALKERS: Students who are “walkers” will be called to the walker area near the flagpole. These students will be escorted by a Franklin staff member to the adjacent neighborhood.

PICK-UPS:

In order for a student to be released as a “pick-up” student, the Franklin office must receive written documentation prior to 2:30 p.m. of that day. If you plan to pick up a student every day at dismissal, you may send one note of your request. Any parent picking up students for **early dismissal** (before 3:15 p.m.) must sign out students in the office area.

Afternoon pick-up of students by parents/guardians will be handled in the parking lot near the Main Entrance & Gym/Cafeteria entrance. This is the side of the building that faces toward Nicholson Road/I-79N. There is signage on the building to identify the Main Entrance.

We will be using a student number system to help us with parent pick ups. All families are assigned a number; families will maintain the same number for their entire FES experience. Numbers will be distributed during the first week of school. Please display this number in your vehicle when picking your child up from school.

When picking up students at the end of the school day, plan to arrive before 3:30p.m. Please call the school office if you are running late. We will attempt to contact you before directing students to board buses.

Any parent picking up students for **early dismissal (before 3:15pm)** must come to the Main Entrance and sign students out in the office area.