

Frank Elementary
FAX: (832) 375-7100

**CHILD ACCESS, DISMISSAL &
TRANSPORTATION CHANGE PROCEDURES**

ACCESS

No one can have access to your child during school hours, or check your child out of school during the school day except the parent or guardian that has signed the registration card.

- Emergency contacts on the front of the registration card *may not* have access to, or remove children from the campus without written consent from the parent/guardian.

EARLY DISMISSALS

We are happy to allow an early dismissal provided that procedures are followed as outlined below.

We will need a written notice from the parent or guardian who signed the registration card.

Early dismissals after 2:30 will not be permitted unless:

- A note with your signature is sent with your child the morning of the early dismissal.
- A fax with your signature is received before 1:30 pm.
This also pertains to holiday parties, field day and school programs.

CHANGE OF TRANSPORTATION

Changes in transportation must be requested in writing and signed by parent/guardian.

- Requests must be received before 2:30.