

Frank Fowler Dow School No. 52
100 Farmington Road
Rochester, New York 14609
(585) 482-9614

Summer 2016

Dear Parents,

Transportation is available for children who live more than 1.5 miles from school. If you have questions about transportation you can call the School Office at School No. 52 (482-9614) or you may contact transportation at 336-4000.

- If your child takes a bus to and from school they will always be put on the bus at the end of the day unless a **written note** has been given to the teacher prior to the end of the school day.
- We cannot guarantee that phone calls will reach the teacher in time. Please call as early as possible, do not leave a message and speak with someone personally to notify them of any changes.
- Students who are not picked up by the time the busses load will board their bus and travel home as usual.
- **If you have moved and/or need to change your child's bus during the summer, please call the school office by Wednesday, August 10th or your child (ren) may not have a bus on the 1st day of school.** Please provide proof of your new address by bringing in a copy of your RG&E bill, copy of your rental agreement or lease. Changes can take up to 2 weeks. If you have any questions please call the Main Office at 482-9614.

Early Dismissal Procedure:

- Students should only be picked up early for medical appointments or legitimate family emergencies. Parents should call the school prior to 12:00 noon and/or send in a note with the child to be delivered to their teacher.
- Students will be called to the office upon your arrival at the school.

Change in Dismissal Routine:

- Please send a written note or call your child's teacher for removal from the school busses no later than 12:00PM.
- A note must be sent to the teacher if there will be a change in your child's dismissal routine. For example, another family member picking the child up, parent pick up instead of riding the school bus, etc.
- If a note or a call is not made to the school by 12:00PM, we are required to place your child on their regular bus.

Have a great summer!

Dr. Aronson
Principal