

*As'salaamu Alaikum AFA Families,*

*In preparation for the first day of school please read the drop-off and pick-up instructions carefully. It is essential that we all follow these guidelines in order to have a safe and efficient drop-off and pick-up. Please be courteous to one another, the school staff, and our neighbors. Keep in mind that there are many new families, students, and teachers that are learning a new process and it may take us a week to get good at working together. Be assured that drop-off and pick-up will become smooth and quick once we become accustomed to the new process.*

*\*Also an extra pair of hands is always welcome. Please consider volunteering to help up us during drop-off and pick-up times. If you wish to volunteer, just arrive 5 to 10 minutes before drop off time (8:15 in the morning) and pick-up time (3:30 in the afternoon).*

*\*We encourage all our families to consider carpooling with other families. Please follow this link to complete our "Carpool Survey" so that we can facilitate carpool arrangements.*

*Carpool Survey Link: <https://goo.gl/forms/YbYvd3c4jR6g0aE03>*

*This is a very long email full of essential details.*

***PLEASE READ ALL THE WAY THROUGH THE GUIDELINES BELOW. ALSO VIEW THE VIDEO AND SLIDE SHOW PRESENTATION ATTACHED AT THE END***

## **Al Fatih Academy Drop-off / Pick-up Guidelines Quick Links**

**[Key Terms](#)**

**[Morning Drop – Off](#)**

**[Regular 3:30 Pick-Up](#)**

**[HOV4 3:30 Pick-Up](#)**

**[12:30 Pick-Up for Half Day Preschool and Pre-K](#)**

**[3:00 PICK-UP FOR PRESCHOOL, PRE-K, and KG](#)**

**(Students who do not have siblings or carpool arrangements in  
Grades 1-8)**

## KEY TERMS TO KNOW

### Dash Card:

- A large number issued to your family that is placed in a sheet protector. This number must be placed on the passenger side dashboard or sun visor at dismissal time. AFA uses this number to identify your child and call them down for loading. If the number is not visible then your child cannot be called.
- There are two kinds of dash cards. Pink and Yellow. These colors let us know quickly which area of the school your car should be heading. Pink dash cards are for HOV pick-up and Yellow dash cards are for front of the school pick-up.

### Bag Tag:

- This is a small plastic card that is attached to your child's backpack. The bag tag number matches your dash card number. This is how we match your child to you. Please ensure that your child's bag tag is always attach to their backpack.

### HOV Cars:

- Cars picking up 4 or more AFA students at the end of the day will head to the rear left side of the school building for expedited pick-up. Your dash card is PINK. See map for your route. We encourage you to carpool!

### Front Pick-up Cars:

- These cars will follow the route to the front of the building to pick-up their children. Your dash card will be YELLOW.

### Loaders:

- These are the friendly school staff members and sometimes parent volunteers that will load your children to into your car at the end of the day.

### Morning drop-off:

- Is between 8:15-8:30 am
- Morning drop-off process is the same for all students.

### Afternoon Pick-up: There are 4 different kinds of afternoon pick-ups.

- **FRONT PICK-UP:** For families picking up 3 or less children will be picked up from the front of the school at 3:30. See instructions below.
- **HOV:** Families picking up 4 or more AFA students will be picked up at 3:30 from the HOV gate. See instructions below.
- **12:30 Dismissal:** Preschool and Prekindergarten "halfdayers" are picked up at 12:30 each day. See instructions below.
- **3:00 Dismissal:** Preschool/Prekindergarten/Kindergarten students WITHOUT older siblings enrolled in AFA will be dismissed at 3:00. See instructions below.

# Procedures

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## **FOR MORNING DROP-OFF PLEASE DO THE FOLLOWING:**

- Upon entering the parking lot **turn left** and drive all the way around the business park, following the posted signs for AFA.
- NEVER turn right into the Kiddie Academy parking lot!
- NEVER go straight, even if you're late!
- DO NOT SPEED on Pinecrest or in the parking lot. The posted speed limit in the parking lot is 10 mph.
- Plan to arrive at school between 8:10 and 8:20
- If you arrive early do not line up in the parking lot and block our neighbors in! You must park and wait for drop off to begin.
- Do not line up on the curb in front of the school to wait. This is a fire lane!
- Upon hearing the Security Officer's whistle indicating pickup has begun, you may begin to line up at the curb in front of the school.
- DO NOT Leave your car.
- Unlock your doors.
- Remain alert DO NOT use your cell phone.
- Wait for a staff member to open your door and help your child out of your car.
- Wait for your car to be released.

## **FOR REGULAR 3:30 PICK-UP PLEASE DO THE FOLLOWING:**

- Clip your dash card to your passenger side sun visor.
- Flip your passenger side sun visor down so that your dash card number shows when you enter the AFA parking lot.
- Arrive between 3:15 and 3:35 for 3:30 dismissal.
- If you arrive before 3:30 you **MUST** park your car. Do not line up and block our neighbors in! Do not line up on the curb in front of the school to wait. This is a fire lane!
- Upon entering the parking lot **turn left** and drive all the way around the business park, following the posted signs for AFA.
- NEVER turn right into the Kiddie Academy parking lot!
- NEVER go straight, unless you are an HOV car with a bright PINK dash card.
- DO NOT SPEED on Pinecrest or in the parking lot. The posted speed limit in the parking lot is 10mph.
- Wait for the Security Officer's whistle indicating pickup has begun.
- Begin to line up at the curb in front of the school.
- A loader will escort your child to your car. Unlock your doors. Stay alert. Do not leave your car. Do not gesture to your child to come to you. Do not use your cell phone.
- Wait for the Security Officer to release your car. Do not drive around or attempt to pass a car that is in front of you in the line.

- Pull into a parking spot to buckle up your child if necessary after your car is released.
- Do not leave the line and enter the school to pick up your children.
- If you must enter the school for reasons other than pick up, park your car in the HOV parking lot on the left rear side of the school building.
- And finally, please consider volunteering to help us load children during drop off and pick up.

### **FOR HOV4 3:30 PICK-UP PLEASE DO THE FOLLOWING:**

- Clip your dash card to your passenger side sun visor.
- Flip your passenger side sun visor down so that your dash card number shows when you enter the AFA parking lot.
- Arrive between 3:15 and 3:35 for 3:30 dismissal.
- If you arrive before 3:30 you **MUST** park your car. Do not line up and block our neighbors in! Do not line up on the curb in front of the school to wait. This is a fire lane!
- Upon entering the parking lot **Drive Straight** and take a right at the stop sign.
- NEVER turn right into the Kiddie Academy parking lot!
- DO NOT SPEED on Pinecrest or in the parking lot. The posted speed limit in the parking lot is 10 mph.
- Drive to the left rear parking lot of the school. See attached HOV map.
- Wait for the Security Officer's whistle indicating pickup has begun.
- Begin to line up at the playground gate.
- Unlock your doors. Stay alert. Do not leave your car. Do not gesture to your child to come to you. Do not use your cell phone.
- A loader will escort your 4 or more children to the your car. Wait for the Security Officer to release your car. Do not drive around or attempt to pass a car that is in front of you in the line.
- Pull into a parking spot to buckle up your child if necessary after your car is released.
- Do not leave the line and enter the school to pick up your children.
- If you must enter the school for reasons other than pick up, park your car in the HOV parking lot on the left rear side of the school building.
- And finally, please consider volunteering to help us load children during drop off and pick up.

### **FOR PRESCHOOL & PRE-K 12:30 PICK-UP PLEASE DO THE FOLLOWING:**

- Drive STRAIGHT after entering the school parking lot from Pinecrest.
- Drive toward the front of the building and find a parking spot.
- Walk to the front lobby and wait for your child to be brought to you.
- Walk you child to your car.

## **FOR PRESCHOOL/PRE-K AND SOME KG 3:00 PICK-UP PLEASE DO THE FOLLOWING:**

- Drive STRAIGHT after entering the school parking lot from Pinecrest.
- Drive toward the left rear parking lot. See attached HOV map.
- DO NOT SPEED on Pinecrest or in the parking lot. The posted speed limit in the parking lot is 10 mph.  
Plan to arrive at 3:00
- Have your Dash Card visible on the DRIVER SIDE front sun visor.
- If you arrive early park and wait for the signal. Do not wait in the parking lot and block our neighbors in.
- Wait for the Security Officer's whistle indicating pickup has begun.
- Begin to line up at the playground gate.
- Unlock your doors. Stay alert. Do not leave your car. Do not gesture to your child to come to you. Do not use your cell phone.
- A loader will escort your children to your car. Do not drive around or attempt to pass a car that is in front of you in the line.
- Pull into a parking spot to buckle up your child if necessary after your car is released.
- Do not leave the line and enter the school to pick up your children.