

## **Morning Drop-off & Afternoon Dismissal Guidelines**

*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 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 who are learning a new process and it may take us a couple of weeks to establish the expectations. Be assured that drop-off and pick-up will become smooth and quick once we become accustomed to the process.*

**[REVIEW THIS AERIAL MAP OF DROP-OFF AND DISMISSAL ROUTES](#)**

## **KEY TERMS TO KNOW**

### **Dash Card:**

A laminated card with your family's assigned 3-digit number that is printed on one side. 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 in a timely manner.

### **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 attached to their backpack.

**HOV/Carpool:** These are families that have arranged a multiple-family drop-off and pick-up. These families have an additional purple dash card. All HOV/Carpool families are to be picked up at the back playground gate at dismissal, even if they are not going home with their designated HOV/Carpool that day.

**Morning drop-off:** 8:15 - 8:30 am all students and **all families** (including Preschool and PreK) are to be dropped off at the front of the school. Preschool and PreK families should not park and walk their child(ren) into the building. Preschool and PreK students will be directed to take the ramp when going up to the building.

**Afternoon Pick-up:** 3:30-3:45 pm (all students including Full Day Preschool and PreK)

- Front Families: Families **WITHOUT** a Preschool, PreK, or Kindergarten student will pick up students from the **front** of the building.
- Back Families: Families **WITH** a Preschool, PreK, or Kindergarten student, and HOV/Carpool will pick up students at the **back** playground gate.

**Half Day:** Preschool and PreK students who are enrolled in the half-day program are picked up at 12:30 pm each day from the **front** of the school.

**Friday Pickup:** Half-day Preschool and PreK students continue to be picked up at 12:30pm. **Preschool and PreK full-time students and all students in grades KG-8th are dismissed at 1:30 on Fridays.**

**FOR MORNING DROP-OFF (front only):**

- Upon entering the parking lot from Pinecrest Rd., drive straight down, following the posted signs for AFA.
- NEVER turn right into the Kiddie Academy parking lot unless you are dropping off or picking up a child from Kiddie Academy.
- 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 8:10am and 8:20am
- If you arrive early do not line up in the parking lot and block our neighbors! You must park and wait for drop-off to begin.
- **ALL families and ALL dash cards will park in the front parking lot - AFA staff will indicate the exact location.**
- Do not line up on the curb in front of the school to wait. This is a fire lane area!
- Upon hearing the whistle indicating drop-off has begun, you may begin to line up at the curb in front of the school.
  1. When you line up at the curb, DO NOT exit your car. Do the following: **Put your car in PARK.** Unlock your doors. Unbuckle any child(ren) in a carseat. Put on Jackets and shoes.
  2. Have your child's school bag and lunch bag ready
  3. A staff member will open the car door when it is your turn. DO NOT LET STUDENTS OPEN THE CAR DOOR AND EXIT. **Have your child ready to get out of the car.**
  4. Remain alert DO NOT use your cell phone. Wait for your car to be released. Do not cut around cars in front of you in the drop-off line.
- If your child is not ready to get out of the vehicle, you can park at the side of the building and walk your child to the curb when ready.

**FOR AFTERNOON PICK-UP (front & back):** *(all students including Preschool and PreK)*

- Upon entering the parking lot from Pinecrest Rd., drive straight down, following the posted signs for AFA.
- NEVER turn right into the Kiddie Academy parking lot!
- DO NOT SPEED. The posted speed limit in the parking lot is 10mph.
- Hang your dash card on the rearview mirror
- Arrive between 3:25 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! You must park and wait for pick-up to begin.
  1. **FRONT FAMILIES (without Preschool, PreK, or Kindergarten students)** will park in the front parking lot - an AFA staff will indicate the exact location.
  2. **BACK FAMILIES (those with Preschool, PreK, and Kindergarten students)** will park in the back parking lot - an AFA staff will indicate the exact location.
- Do not line up on the curb in front or the playground gate of the school to wait. These are fire

lane areas!

- Upon hearing the whistle indicating pickup has begun, you may begin to line up at the curb in front of the school or at the back playground gate.
- A loader will escort your child to your car. Unlock your doors. **Put your car in park. 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 your car to be released. Do not drive around and attempt to pass a car that is in front of you in the line.
- Cars may not leave the dismissal line with children unbuckled. If your child's buckle is more complicated, a staff member will direct you to a parking spot near the dismissal line so that the driver may get out of the car to assist the child.
- Be mindful and respectful of other cars in line. Pull over to a parking spot after children are in the car to provide their afternoon snack or commuting activities.
- 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 away from the drive-thru pick-up area, enter the front doors, and report to the main desk after dismissal is finished (3:45pm).

#### **FOR PRE-K & PRESCHOOL 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 stoop with your Dash Card in hand and wait.
  - Do not enter the building.
  - Show your Dash Card to the AFA Staff and wait for your child to be released to you.
  - Walk your child to your car.

#### **Arriving Early for Afternoon Pick-up:**

- Our dismissal process begins promptly at 3:30 and usually ends at 3:45 or earlier (this dismissal time does not apply to the first 2-3 weeks of school as we learn the process together).
- Our students are usually dismissed within 15 minutes or less.
- Parents are strongly discouraged from arriving before 3:15 in the afternoon for pick-up.
- Parents who arrive at or before 3:15 will be required to park in reverse so that their car faces out in the order that they arrived.
- Parked cars will be released in the order that they arrived and as directed by AFA staff.

*\*The only parents who should be arriving at 3:15 are parents who need to get to another location before 4:00 and need to leave the school as close to 3:30 as possible. Otherwise, parents should aim to be at school anywhere between 3:25 and 3:45.\**

#### **Late Fees:**

*Applicable for the following late pick-up conditions:*

- Half-day students picked up after 12:30pm; Monday to Friday
- Students picked up after 3:45pm (Monday to Thursday)
- Students picked up after 1:45pm on Fridays

- Afterschool Club students picked up after indicated release time.

*Applicable Fees:*

- The first 1-5 minutes incur a flat \$5 fee
- Every minute after 6 minutes late and onwards incurs an additional \$1 per minute
- Example:
  - If a student is picked up at 3:48pm, a \$5 fee will apply
  - If a student is picked up at 3:54pm, a \$9 fee will apply

**Additional Considerations**

- The speed limit on **Pinecrest Road is 25mph**.
- The posted speed limit in the **parking lot is 10 mph**. Vehicles must maintain a speed of 10mph or less when entering and when leaving the complex.
- Vehicles should maintain a safe distance from the car in front.
- Students are not to walk in the parking lot unattended.
- Parents arriving late to school in the morning must park and walk their child into the school building.
- Guidelines and expectations must be shared with any member of your family or employee who will be assisting you with drop-off and pick-up.
- Failure to follow the Drop-off and Dismissal Guidelines will result in a \$25 traffic infraction fee.
- If you need to talk through the route to make sure you are following the correct route, please reach out and we are happy to clarify the expectations.

**Thank you in advance for your adherence to this policy and for consistently following the expected routes!**

**[REVIEW THIS AERIAL MAP OF DROP-OFF AND DISMISSAL ROUTES](#)**