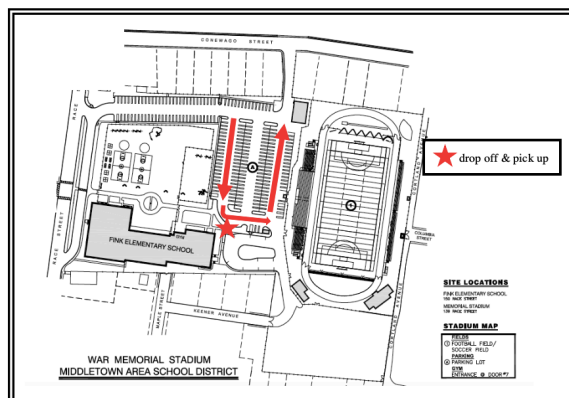


Lyall J. Fink Elementary School 2020-2021 Parent Pick-Up and Drop-Off Procedures

- To keep our students as safe as possible during arrival and departure times, Fink Elementary will now follow the drop-off and pick-up procedures below.
- Please **drive slowly at all times** through the parking lot.
- Please follow arrows in the parking lot.



Afternoon Parent Pick-Up Procedure

Students will begin being dismissed at 3:15. Parents will remain outside in cars or on rear sidewalk (if walking). Students will remain in the building until they are called. Staff will use the information on your Parent Pick Up Card to radio for students to come out to meet parents.

- **Only cars with official Lyall J Fink parent pick-up cards will be allowed to pick up children.** If you do not have your assigned pick-up number on the school issued card you will be asked to report to the office in order to pick up your child. Photo ID will be required.
- **Cards for 2020/2021 will be printed on Green cardstock. Only Green cards will be accepted.**
- **The pick-up location is at the rear entrance near the cafeteria.**
- **If your child is not available when you arrive at the pick-up area you may be asked to pull ahead to wait for your child. This helps prevent excessive delays while staff get your child to your car.**
- Please remain in your vehicle as you will need to move up frequently.
- Please pull up as far as you can along the curb and close to the car in front of you.
- Please do not form a double lane. We will process cars in a single file line.
- When you arrive, staff will use walkie talkies to get students from inside. Your child(ren) will come out to your car. We ask that you remain in your vehicle.

Your number cards are included. Please display one on the **passenger side** of your car and make sure it can be easily seen. Another one can be given to your child to keep in his/her backpack. Extra numbers have been included so you may share them with others who may pick up your child.

Morning Car Drop-Off

Starting at 8:00 a.m., you may drop off your child in the drop off lane near the rear (cafeteria entrance). Please do not park and leave your car in the lane. After 8:30, your child must be accompanied to the office through the main entrance (front of the building). Your child will be marked tardy.

- For drop off in the morning, form a single line of cars beginning in the drop off lane. Do not double park to drop off your child, as it is very dangerous to allow children to walk between cars.
- Please pull up as far as you can along the curb. You may park in a spot in the parking lot if you need more time at drop off.
- Parents who are walking to drop off children may walk them to the sidewalk near the drop off lane or to the back door.
- Students are to enter at the cafeteria entrance.
- As always, we appreciate your partnership in the education of your children. We also appreciate your understanding and patience as we begin this new procedure to help keep all of our students safe.

Walking Students

- **Students who walk alone, without a parent or other designated adult will use the front entrance for arrival and dismissal.**
- **For safety reasons, students must use the sidewalk and not walk through the parking lot.**