

Lyall J. Fink Elementary School

2022-2023 Car Riders and Walker Procedures

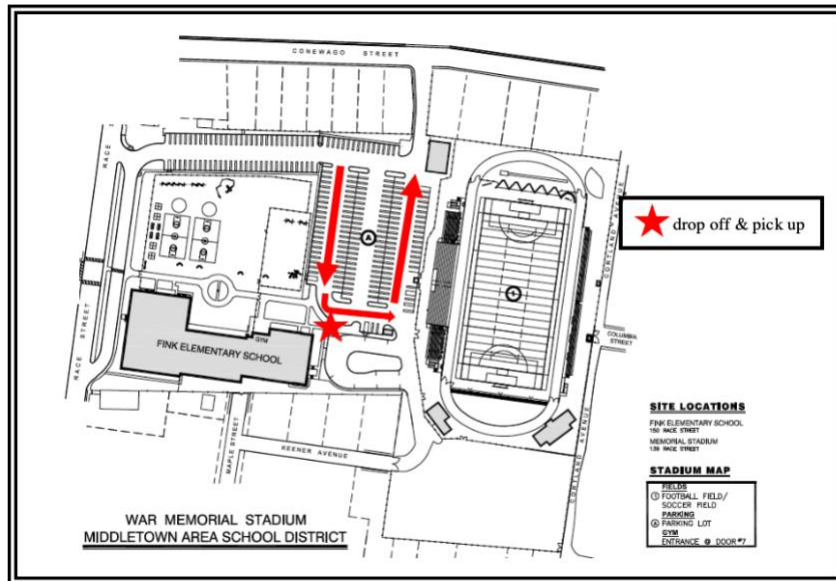
The doors to school open at 8:00 a.m. each day. Please do not drop students off before 8:00 a.m. as there isn't adult supervision of students who arrive early. Students should report to school between 8:00-8:30 a.m. Students who report to school after 8:30 a.m. will be considered tardy and marked late to school. Students who come to school after 8:30 a.m. should use the front entrance and report to the office. A parent must sign a late student in to school.

Car Riders – Morning Drop-Off

- **Starting at 8:00 a.m.** - You may drop off your child in the drop-off lane in the rear of the building (cafeteria entrance).
- Please **drive slowly** through the parking lot.
- **Do not park in the handicap parking spaces without a handicapped placard.**
- Enter school parking lot using Race Street entrance.
- After dropping your student off, exit using the Conewago Street exit.
- Please do not park and leave your car in the drop-off lane.
- Form a single line of cars in the drop-off lane.
- Do not double park to drop off your child.
- Please pull up as far as you can along the curb as soon as the car in front of you moves forward.
- If you need to park, park in the parking lot.
- Please do not allow children to walk between cars.
- If you need to walk your student from the car, walk your student to the sidewalk near the drop off lane or to the back door.
- Car riders are to enter the building at the cafeteria entrance.

Car Riders - Afternoon Pick-Up

- Please **drive slowly** through the parking lot.
- **Do not park in the handicap parking spaces without a handicapped placard.**
- Pick-up is at the back of the building near the cafeteria entrance.
- Enter the lot from Race Street entrance.
- After picking up your student, exit using Conewago Street.
- Students will begin being dismissed at 3:10 p.m.
- Parents should remain outside of the building.
- Students will remain in the building until they are called.
- Please follow the signs/arrows in the parking lot. See map on next page.



- All families will be issued (4) **school-issued parent pick-up cards** with student identification information.
- Please display your **school-issued card in your car somewhere it can be seen by staff.**
- Staff will use the information on your **school-issued parent pick-up card** to radio for students to come out to be picked-up.
 - Students will only be released to cars/adults with a **school-issued pick-up card.**
 - If you do not have your School-issued card you will be asked to come into the main office to pick up your child. Photo ID will be required.
- If your child is not ready when you arrive at the pick-up area you may be asked to park to wait for your child.
- Please remain in your vehicle as you will need to pull your car forward frequently.
- Please pull up as far as you can along the curb and as close to the car in front of you as safely possible.
- Please do not form a double lane. We will process cars in a single file line.

Students Who Walk To and/or From School

- **All Walkers will use the back doors (cafeteria doors) to enter and exit the building** at both the start of the school day and at dismissal.
- For safety reasons, students must use the sidewalk/crosswalks and not walk through the parking lots.
- Parents – Please do not enter the building.
- Parents – If you are accompanying your walker when they walk home from school you will need to present your **school-issued pick-up card** to a staff member so they can call your student from the building.
- There will be Fink staff stationed at the rear entrance to help your student enter and exit the building.