



2021-2022 Finn Academy Arrival and Dismissal Procedures

Arrival Procedures:

To ensure a safe and efficient arrival process for scholars, staff, and families, we will follow the below outlined procedures for arrival. Families are expected to follow the guidelines as established.

- Please park as close to your scholar’s specified entrance, as possible, and avoid parking in designated handicap spaces, unless you require the use of the space and have an approved tag.
- Adults should remain in their car while scholars go to their entrance for temperature check.
- If scholar’s temperature is under 100 degrees Fahrenheit, the scholar will be welcomed to enter the school and assisted to the classroom.
- If the temperature is over 100 degrees Fahrenheit, parents/guardians will be contacted immediately and directed to take their child from school premises and follow health and safety protocols.
- Parents/guardians are prohibited from walking their scholars to the building or the classroom – this is for the health and safety of all scholars and staff.
- If scholars arrive after 8:00 am, they will be marked tardy and **must be signed in by an adult** at the main Lake Street entrance. To ensure a prompt start to the school day, we will be closing the arrival doors at 8:00 am sharp daily.

We appreciate your patience as we all acclimate to these procedures; we may need to adjust our process as the year progresses.

Bussers	K	1	2	3	4	5	6
Arrival Time: 7:30-8:00 am							
Door 13	Door 10	Door 14	Door 14	Door 10	Door 6	Door 9	Door 9 (different from dismissal door)

Dismissal Procedures:

To ensure a safe and efficient **dismissal** process for scholars, staff, and families, we will follow the below outlined procedures for parent/guardian pick-up. Families are expected to follow the guidelines as established.

- In the event that a scholar has a sibling or siblings, the oldest sibling(s) will join the youngest sibling for the specified dismissal procedure.
- Please park as close to your scholar's specified exit as possible.
- Anyone exiting their vehicle for pick-up, must be wearing a mask throughout the process. We also ask that you please be mindful of social distancing expectations while waiting in line.
- Join the designated line for your scholar's crew outside of their dismissal door (signs will be posted)
- Teachers will hand-off scholars one at a time to the adults in the pick-up line and will request the adult's name to mark on a clipboard. Please note, for verification, new pick-up adults may be asked for their license
- Scholar(s) and adult can return to vehicle to depart school as soon as teacher has verified dismissal.

We appreciate your patience with this dismissal process; please note that we may have to adjust as needed.

Bussers	K	1	2	3	4	5	6
2:50 pm	2:50 pm	2:50 pm	2:55 pm	2:55 pm	3:00 pm	3:00 pm	3:00 pm
Door 10	Door 10	Door 14	Door 14	Door 10	Door 6	Door 9	Door 10 (different from arrival door)

