

Fannin Elementary Student Drop Off & Pick Up Procedures



Drop Off:

- Prepare your child that they are about to exit the vehicle by ensuring that their bag, binder, lunch box, etc are gathered.
- Form one line of vehicles along the curb for unloading leaving the extra space on the left side for other vehicles to pull through to exit the parking lot.
- Please unload at the curb.
- Pull up as far as possible before unloading your child so that other vehicles may also unload their children. Both front doors will be open for children to enter the building.
- Please pull up as other vehicles leave in front of you so the line keeps moving forward.
- Drivers should stay in their vehicle at all times. If you wish to come in the building then please park in the parking spots so the line can keep moving forward.
- Please use the crosswalk if your child is crossing the road.
- If your child arrives after 7:50a.m. please escort them into the building to sign them in and to obtain a tardy pass.
- It is a violation of the law to use tobacco products or possess alcohol in a school zone. It is also a violation of the law to use a cell phone in a moving vehicle in a school zone.

Pick Up:

- Form one line of vehicles along the curb for loading students allowing for extra space to the left side for other vehicles to pull through to exit the parking lot.
- Pull up as far as possible before stopping to allow other vehicles to be loaded.
- Please pull up as other vehicles leave in front of you so the line keeps moving forward.
- Please use the crosswalk if your child is crossing the road.
- Dismissal is at 3:20p.m. Please arrive promptly to load your child.
- If there are changes to the way your child will go home or who will be picking them up, then please send a written note, email or call the office regarding the change. Transportation will only be changed in this way. All changes to transportation must be made by noon.
- Bad weather dismissal: If it is raining or the temperature is below 40°F, then please park and come in to get your child. Kindergarten-2nd grade will be in the cafeteria and 3rd-5th grade will be called from the office.
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