



**YINGHUA  
ACADEMY**

## **YINGHUA ACADEMY TRAFFIC/MORNING ARRIVAL & AFTERNOON DISMISSAL POLICIES & PROCEDURES**

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### **BREAKDOWN OF SCHOOL HOURS**

	Hours	Entrance/Pick-Up Location
<b>Morning Care</b>	6:45AM-7:45AM	Door 2
<b>Morning Arrival</b>	7:45AM-8:30AM	Door 14
<b>Office Hours</b>	7:30AM-4:30PM	Door 1 (Main Entrance)
<b>School Day</b>	8:30AM-3:30PM	Door 1
<b>Dismissal</b>	3:30PM-4:00PM	Door 2 (Walk-Up Pick-Up) Door 14 (Car Curb Pick-Up)
<b>Aftercare</b>	3:30PM-6:00PM	Door 2
<b>Building Closed</b>	6:00PM	N/A

### **MORNING CARE ARRIVAL (6:45AM-7:45AM)** (See [Morning Arrival Flow Chart](#) on last page.)

- Morning Care students may be dropped off between 6:45AM-7:45AM at Door 2, which is next to the Main Entrance on 17<sup>th</sup> Ave NE.
- Contact Libby Pomroy at [libby.pomroy@yinghuaacademy.org](mailto:libby.pomroy@yinghuaacademy.org) if you have further questions about Morning Care.

## **REGULAR MORNING ARRIVAL (7:45AM-8:25AM)** (See Morning Arrival Flow Chart on last page.)

- Students not attending for Morning Care may be dropped off between 7:45AM-8:25AM.
- All parents & students must enter through Door 14 during these hours.
- This includes all walkers, bikers, curbside drop-off students (carpool groups/single riders) coming from Fillmore St NE, and parents who park and escort their children into the building.
- Students arriving between 7:45AM-8:15AM will be sent to the playground, gym, or cafeteria until the 8:15 bell releases them to their homerooms.
- Students and parents are not allowed past the cafeteria or on 2<sup>nd</sup> floor until 8:15; this is teacher prep time.
- School officially starts at 8:30AM; Door 14 (and all other external doors) will be locked at 8:30.
- Students arriving after 8:30AM must enter through the Main Entrance/Door 1 and be signed in by a parent in the Main Office and will receive a tardy slip.

### **Morning Traffic Procedures**

- Parents are not allowed to drop students at the curb in front of the school on 17<sup>th</sup> Ave, nor along Buchanan Street from 7:45AM-8:30AM.
- Dropping students off in front of the dumpsters or in the staff parking lot is not allowed.
- Parents may not park in the staff parking lot between the hours of 7:00AM-4:00PM, unless they are using the handicapped parking spaces.
- All parents who wish to drop their children at the curb are instructed to queue on the northbound side of Fillmore Street NE, which runs along the western side of NE Park. (See Map)
- Parents wishing to park and escort their children into the building should park in the green areas on the *Traffic Map*. However, parking space is limited. Curbside drop-off on Fillmore is preferred.
- Parents dropping students at the curb on Fillmore Street NE will need to approach from the south.
- **DO NOT DROP STUDENTS ON THE SOUTHBOUND (WEST) SIDE OF FILLMORE STREET! THIS IS UNSAFE!**
- Please stay in your vehicle. Parking and unattended vehicles are not allowed along the Fillmore curb.
- It is important to keep traffic moving so please drop and go as quickly as possible; like an airport departure drop-off curb.
- There will be staff supervising the curb and the path from 7:45AM-8:30AM so there is no need to wait and watch your child walk away. They will be fine.
- Students/parents coming from Fillmore will walk across the park to Door 14 using the path under the trees.
- Buses will arrive at 8:20AM, drop students on the Buchanan Street curb, and students will enter Door 5.

## SCHOOL DAY & OFFICE HOURS

- The Main Office is open from 7:30AM-4:30PM. The regular school day is from 8:30AM-3:30PM.
- All visitors need to use the Main Entrance/Door 1 during regular school day hours.
- Parents who need to visit the Main Office before and after school may use the Main Entrance/Door 1 for office business only. This is not a student entrance during Morning Arrival or Dismissal.
- All visitors, including parents, who arrive during the school day, must go to the Main Office to check in.

## EARLY DISMISSAL REQUESTS (8:30AM-3:30PM)

- Early dismissal requests include any time a parent wishes their child to be dismissed between the hours of 8:30AM-3:30PM.
- Parents must submit early dismissal requests by 10:30AM on the day of the request, at the latest.
- **The School will not honor requests made after 10:30AM, including last minute requests made when parents walk-in early at the end of the day.**
- Staff is not available to pull students last minute due to the complexities and busy nature of managing the dismissal of over 700 students.
- *See Attendance Policies & Procedures in the Student & Family Handbook for more information and to learn how to submit a request for early dismissal.*

## DISMISSAL (3:30PM-4:00PM) (See Dismissal Flow Chart on last page.)

- Dismissal begins at 3:30, when the bell rings to end the school day.
- It is not necessary or encouraged for parents to enter the building to pick up their children during dismissal.
- Walk-up parents will be allowed into the hallway through Door 2, but will not be allowed past the mural hallway that leads to the cafeteria.
- There are 5 possible dismissal options each day that are managed according to the preferences you set in your child's online Silent Dismissal account (*See Silent Dismissal below*):
  - **Pick-Up** – Includes all students being picked-up either by drive-up at the curb on Fillmore St NE (carpool groups/single riders) OR students whose parents walk up to the building for pickup in person. These students are dismissed from their classrooms to Door 14 (Car) or Door 2 (Walk-Up) at 3:30 if their Dismissal Number has been posted on the screen in their homeroom. Similarly, between 3:30-4:00, students will be released from the classroom by the homeroom teacher when their Dismissal Number appears.
  - **Bus** – Includes all students registered for the bus. These students will be dismissed at 3:30PM and exit Door 5 to board their buses on Buchanan. Buses leave at 3:40 sharp!
  - **Walk/Bike** – These students will be dismissed through Door 14 at 3:30 to head home on their own. An online *Permission to Walk or Bike To/From School Form* must be filled out before students will be allowed to walk or bike home on their own.
  - **Aftercare** – Includes all students registered for Aftercare, Enrichment, and Music Conservatory. These students will be dismissed to Aftercare at 3:30PM.
  - **Sports** – Includes all students registered for Yinghua athletic programs.
- All students remaining on campus after 4:00PM will promptly be sent to Aftercare and their parents will be billed.

## Silent Dismissal

- Every student must have an online Silent Dismissal account established by a parent/guardian.
- Your Silent Dismissal account helps eliminate confusion and mistakes (e.g. – Students sent home on the bus when they were supposed to stay at school.).
- Your Silent Dismissal account will communicate your instructions to the school regarding where you wish your child dismissed to every day.
- This information will be used by the office staff, homeroom teachers, bus captains, and Aftercare staff to organize the students and coordinate dismissal safely.
- **Any changes to a day's dismissal must be made by 3:00 p.m. at the latest on the day of the change. Changes made more than 24 hours in advance may be made at any time of day**
- Even families who are registered for the bus must have a Silent Dismissal account for each child. This is how the school will know which days to put your child on the bus, and which days to hold them at school.
- Registration for Enrichment, Music Conservatory, and Sports will be available at a later date.
- **Students whose parents do not create a Silent Dismissal account will be defaulted to Car/Walk-Up Pick-Up.**

## Dismissal Numbers

- A Dismissal Number will be assigned to every single student in grades K-8.
- Individual students (single riders) will receive their own number.
- Multiple child families and carpool groups will receive one number per group.
- **Parents need to fill out a one-time online Carpool Registration Form in order to receive a Dismissal Number for their carpool or family group if they are going to be carpooling.**
- Carpool registration information is used to coordinate the school's dismissal software program, assign Dismissal Numbers, and print dismissal cards (vehicle signs/tags and business size cards).
- Dismissal Numbers will be distributed during *Meet Your Teacher* night. Parents may pick them up from the Main Office if they are unable to make it to *Meet Your Teacher*.
- Multiple child families should be registered as one carpool group.
- Each carpool group should elect one parent from your group to fill out the form. It only needs to be filled out once per group.
- Students/individual families in a carpool group who sometimes ride together, but do not ride together every day, will each need to register separately and have separate numbers. The parent who picks up both groups on the days they ride together will need to have both Dismissal Numbers with them when they arrive for pick-up.

## Dismissal Procedures

- Dismissal begins at 3:30, when the bell rings to end the school day.
- There will be indoor and outdoor staff supervising dismissal from 3:30PM-4:00PM.
- Walk-up parents will be allowed into the hallway inside Door 2, but will not be allowed past the mural hallway that leads to the cafeteria.
- Parents are not allowed to pick-up students at the curb in front of the building on 17<sup>th</sup> Ave nor along Buchanan Street from 3:30PM-4:00PM.
- Picking up students in front of the dumpsters or in the staff parking lot is not allowed.
- Parents may not park in the staff parking lot between the hours of 7:00AM-4:00PM, unless they are using the handicapped parking spaces.
- Bus riders are dismissed to Door 5 and Aftercare students are dismissed to the cafeteria automatically at the 3:30PM bell.
- The remaining students are dismissed from their classrooms to Door 14 (Car) or Door 2 (Walk-Up) at 3:30 if their Dismissal Number has been posted on the screen in their homeroom. Similarly, between 3:30-4:00, students will be released from the classroom by the homeroom teacher when their Dismissal Number appears.
- Older siblings may pick up younger siblings from classrooms after being dismissed in order to escort them to Door 14 or Door 2. Parents should arrange this plan directly with their children and their younger child's teacher.
- Parents who wish to pick-up their children along the Fillmore Street curb are instructed to approach from the south and queue up on the northbound side of Fillmore, which runs along the western side of NE Park.
- Parents wishing to park and walk up to collect their children should park in the green areas on the *Traffic Map*. However, parking space is limited. Curbside pick-up on Fillmore is preferred.
- Please stay in your vehicle. Parking and unattended vehicles are not allowed along the park curb on Fillmore.
- If you have your Dismissal Number with you, please hold it up or hang it on your rearview mirror so staff can see it. Parents wishing to walk up to collect their children may walk up to Door 2 and give their Dismissal Number to the staff who is there greeting parents.
- Keep moving forward after showing your number. Staff will relay your Dismissal Number into the building and it will automatically post on the screen in your child's room.
- Do not load your riders until you have pulled all the way forward in the gaps. The riders can walk to you. Please carefully leap-frog to open spaces, then load and go as quickly as possible; like an airport arrival pick-up curb.
- **DO NOT ATTEMPT TO CALL YOUR CHILDREN ACROSS FILLMORE SO YOU CAN LOAD FROM THE SOUTHBOUND SIDE OF THE ROAD. THIS IS UNSAFE AND STAFF WILL NOT ALLOW STUDENTS TO CROSS FILLMORE OR 14TH AVE.**
- The average wait time after 3:30, or from the time students' numbers are entered, to when they arrive to load their vehicle is 5-10 minutes, depending on the speed of the child(ren). It can be much longer during the first few days of school as the students and staff get used to their routines.

## AFTERCARE (3:30PM-6:00PM)

- Aftercare students may be picked up between 3:30PM-6:00PM from Door 2, next to the Main Entrance on 17th.
- Contact Libby Pomroy at [libby.pomroy@yinghuaacademy.org](mailto:libby.pomroy@yinghuaacademy.org) if you have further questions about Aftercare.

## LINKS TO ONLINE FORMS

Parents can also find links to these forms on the school website under the "Current Families" tab, then click on "Forms".

- For information about setting up your Silent Dismissal account, please contact [libby.pomroy@yinghuaacademy.org](mailto:libby.pomroy@yinghuaacademy.org).
- *Carpool Registration Form* (Blue) –  
[https://docs.google.com/a/yinghuaacademy.org/forms/d/1W5972nEIYq9W9ftF-Ytm\\_18XHajNta2hGQUfTPcp4E/viewform](https://docs.google.com/a/yinghuaacademy.org/forms/d/1W5972nEIYq9W9ftF-Ytm_18XHajNta2hGQUfTPcp4E/viewform)
- *Permission To Walk or Bike To/From School Form* (Grey) –  
[https://docs.google.com/a/yinghuaacademy.org/forms/d/1yLft8PRISMaJv8s1hM0o9s9ED6v8UtgFt\\_dzTSNlyuY/viewform](https://docs.google.com/a/yinghuaacademy.org/forms/d/1yLft8PRISMaJv8s1hM0o9s9ED6v8UtgFt_dzTSNlyuY/viewform)
- *Student & Family Handbook* –  
<http://www.yinghuaacademy.org/current-families/family-handbook/>
- *Busing Packet & Busing Registration Form* -  
<http://www.yinghuaacademy.org/current-families/transportation/>

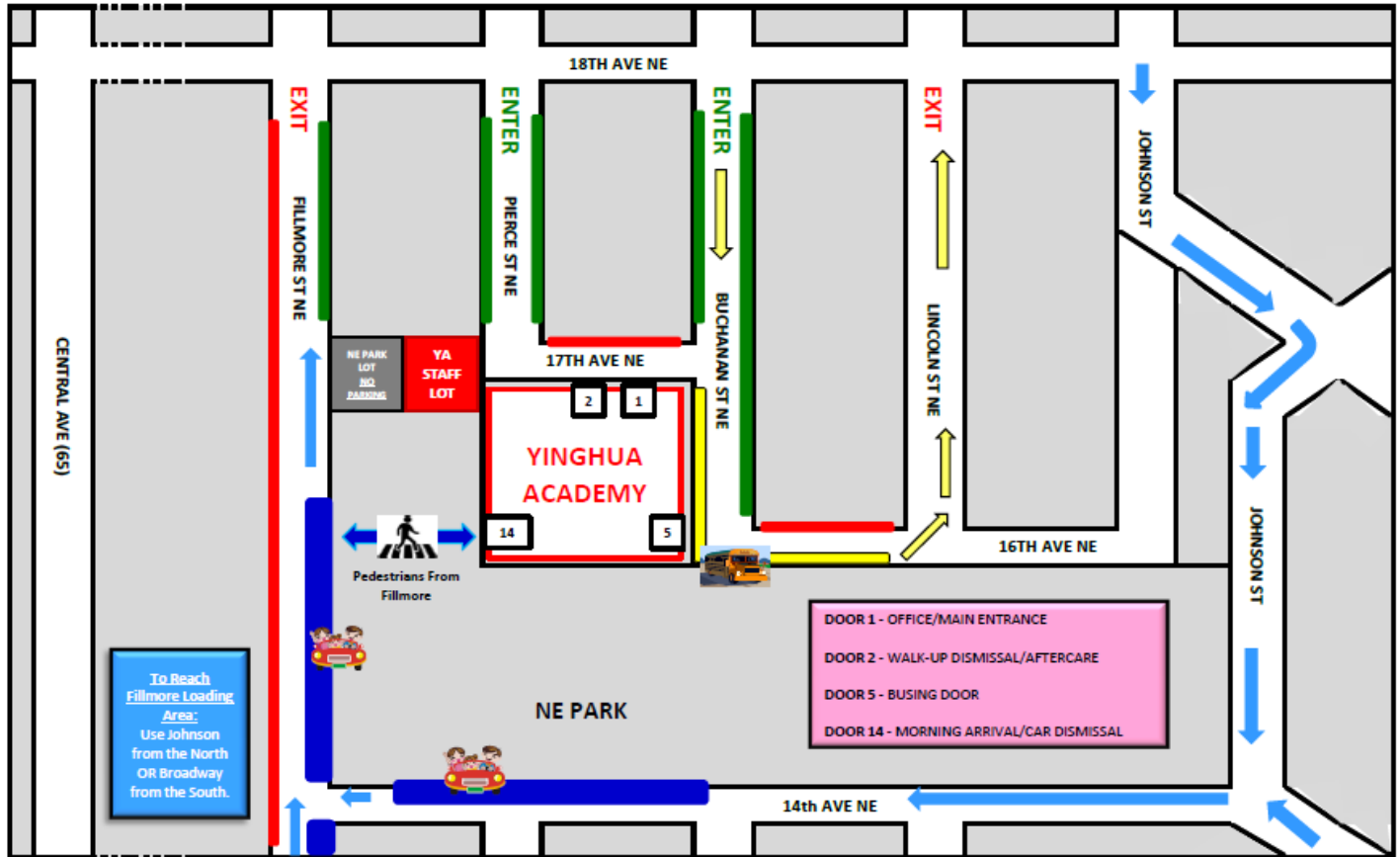
## General Traffic & Parking Guidelines

1. **DO NOT BLOCK ALLEYS** – Neighborhood residents have the right to enter or exit their alley at any time, even during our crowded arrival and dismissal periods.
2. **DO NOT USE ALLEYS TO EXIT THE SCHOOL AREA** – Neighbors have complained of cars speeding down alleys. The alleys are for residential traffic only and are not for public use.
3. **DO NOT MAKE U-TURNS IN THE STREET OR BY USING PRIVATE DRIVE-WAYS OR ALLEYS.**
4. **SLOW DOWN** – Do not speed in the residential/school area. This is a serious safety concern. Violators will be reported to the police. This is not only for the safety and courtesy of our neighbors, it is also imperative for the safety of our students.
5. **ALWAYS FOLLOW THE ROUTE OUTLINED ON THE *TRAFFIC INSTRUCTIONS MAP* DURING MORNING ARRIVAL AND AFTERNOON DISMISSAL.**
6. **DO NOT PARK IN THE WEST PARKING LOT** – The Minneapolis Parks and Recreation Board owns this lot and they have decided to close it to anyone not using the park. MPRB has installed signage indicating the lot has a two hour limit and is for park use ONLY.
7. **FENDER BENDERS** – If you accidentally hit a parked car, leave a note with your contact information and contact The School so the office has a record if there is an inquiry.

The presence and growth of our school has brought big changes to the small NE neighborhood community in which we reside. We all personally have a significant impact on how the community views Yinghua Academy as a whole. It is very important for our ongoing relationship with the City of Minneapolis, MPRB, and especially the Northeast Park Neighborhood that everyone affiliated with Yinghua strives to be respectful every day. Furthermore, neighbor complaints are usually forwarded to the City of Minneapolis which greatly hinders YA's ability to work with the City. Your every action can either help or damage YA's relationship with both the City and the neighborhood.

**Please remember these important guidelines in your daily arrival and dismissal routine. Together, we ALL represent Yinghua. Your daily decisions make a huge difference!**

## YINGHUA ACADEMY TRAFFIC MAP

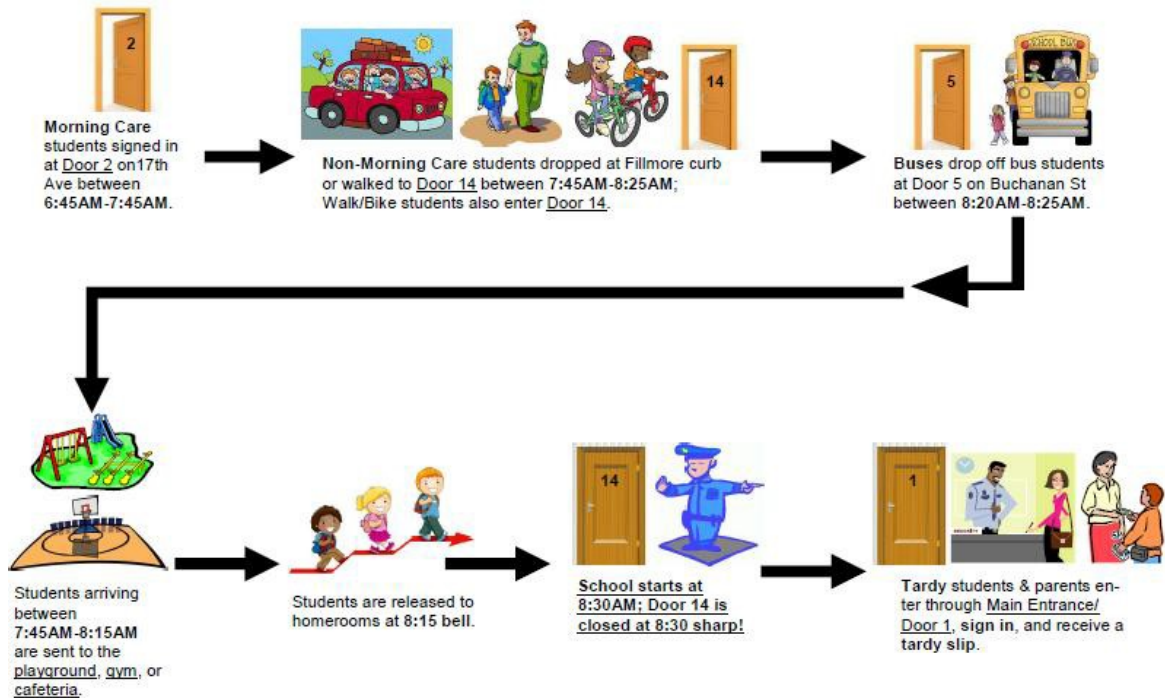


HOURS	
Morning Care	6:45AM-7:45AM
Office Hours	7:30AM-4:30PM
School Day	8:30AM-3:30PM
Dismissal	3:30PM-4:00PM
Aftercare	3:30PM-6:00PM

LEGEND	
RED	No Parking & No Student Drop-Offs - Staff parking only.
GREEN	Parking for parents who are escorting children into school, picking up from Dismissal/Aftercare, or visiting the school during the school day.
BLUE	Car loading/unloading zone during Arrival & Dismissal (Queue following BLUE arrows)
YELLOW	School Bus Route & Loading Zone - No Parking.



### YA Parent Morning Arrival Flow Chart



### YA Parent Afternoon Dismissal Flow Chart

