

# Picking Up Your Child at YA, 3:15-3:45 p.m.

- Dismissal is from 3:15 to 3:45 p.m. at Door 2 (walk-up) and Door 14 (curbside).
- Use Door 2, on 17<sup>th</sup> Avenue NE, if you wish to pick up your child in person.
- Use Door 14, on Fillmore Street NE, to stay in your vehicle and have your child walk to your car via the staff-supervised path and sidewalk. **See the map on the reverse side of this sheet.**

Yinghua Academy uses a computer program called [Silent Dismissal](#) to manage its students' daily going-home plans. The school assigns every family a dismissal number, and each year it issues dismissal cards (with QR codes) to parents and guardians—get your cards at Meet Your Teacher.

Using dismissal numbers, dismissal cards, and QR codes helps us ensure that students are dismissing only to parents and guardians and those they approve for pickup. Your dismissal card indicates to the school that you are authorized to pick up a student.

## Picking up, how to:

**Step A** To pick up a student, you must present the student's family's current dismissal card with the **correct year & color**. You may show the card itself or a digital picture of the card. Staff will scan or enter the number on the card and the student's name will appear on the screen in their classroom, letting them know that you are here.

**Step B** If you do not have the **current year** dismissal card, come to the school office for assistance. After you present a photo ID, staff will confirm, via the Infinite Campus database, that you are a parent or guardian of the student you wish to pick up. If you are neither a parent nor guardian, staff will phone parents or guardians and ask them to email [office@yinghuaacademy.org](mailto:office@yinghuaacademy.org) to grant you permission to pick up the student.

### Tip 1 Share your current dismissal card:

If grandparents, sitters, or others you approve will pick up your child from school, share your child's dismissal card before the pick-up day. Sharing a digital photo of the card is acceptable as is loaning out your paper card. You also may request an extra paper copy of the current dismissal card by visiting the school office.

### Tip 2 Curbside/no card:

If you plan to pick up a student via Door 14 (curbside) and do not have the student's current dismissal card, visit the school office and follow Step B, above, before driving to the curbside line up.

### Tip 3 Play dates:

If your child is going home with another student, that family needs a picture of your dismissal card.

## Something came up—I need to change today's pick-up plan.

You may make changes to your child's dismissal plan until 12:59 p.m. on the day of the change. At 1:00 p.m., Silent Dismissal locks, and changes cannot be made. Manage your schedule! Review your dismissal plan at the start of each week or before 1:00 p.m. each day. Yinghua offers Aftercare, \$15/day, until 6 p.m. on school days, but students must be pre-registered and space is limited.

## Early Dismissal

If your child must leave school **earlier than 3:15 p.m.**, Yinghua permits "Early Dismissal" until 3:10 p.m. Request the early dismissal at least two hours prior to the time when you will pick up your child. To pick up a student early, park in a legal parking spot, and show your dismissal card in the school office. The latest time we will grant a request for an Early Dismissal is 1:10 p.m. of the day in question. To request an early dismissal go to <https://www.yinghuaacademy.org/> and use the online form by clicking on the turquoise Report An Absence button or using the Quick Link at the bottom of the page, or phone the office.

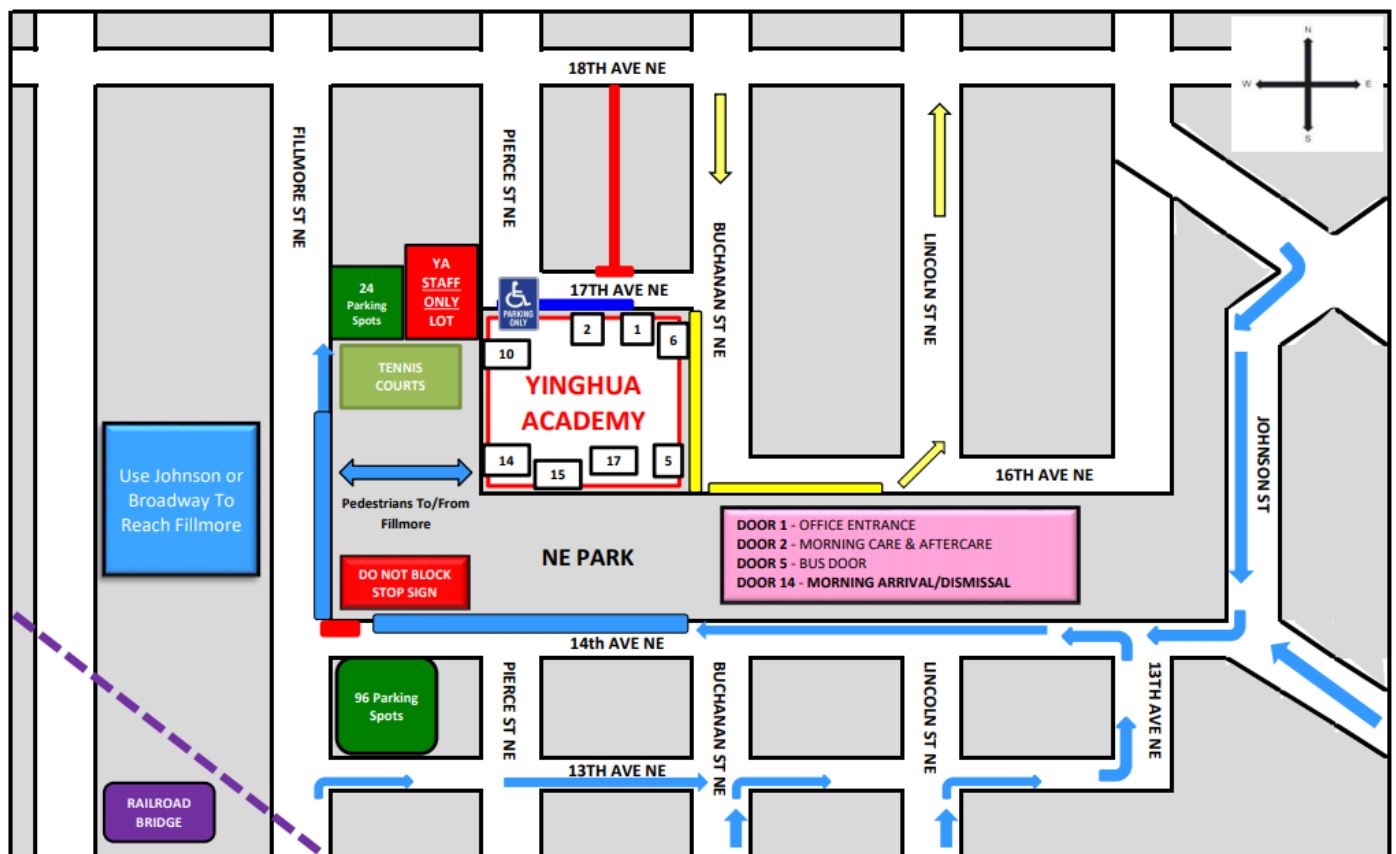
## Need help with Silent Dismissal?

Go to [www.yinghuaacademy.org](http://www.yinghuaacademy.org) >Current Families >Silent Dismissal for detailed information about setting your schedule in Silent Dismissal. For further assistance, contact [office@yinghuaacademy.org](mailto:office@yinghuaacademy.org) or call 612-788-9095. If you have more than one child, and if they will not all follow the same dismissal plan on a given day, call the office for assistance setting each child's schedule.

## Parking

- Limited spots are available in the NE Park Lot on Fillmore. Do not allow children to walk through parking lots without you because other vehicles and snow may block your view of car traffic. [Directions: Link to Google map for Yinghua Academy.](#)
- A large but more distant lot is located southeast of school on Fillmore at 14<sup>th</sup>. Don't allow street crossing without you.
- Cars with accessibility signage may park on 16<sup>th</sup> Avenue NE in front of the school.
- The lot closest to the school is for staff only.
- Parking is available on Lincoln and Pierce Streets. On Buchanan, do not park in the bus zone next to the Dragon Playground.
- Watch for occasional street cleaning signs, and pay attention to snow emergency rules. See the City's website for snow emergency parking news: <https://www.minneapolismn.gov/getting-around/snow/snow-emergencies/snow-parking-rules/>.
- Towing: Do not block alleys, private driveways, nor the entrance to the staff lot. The City will tow vehicles parked here. Do not drive in alleys—alleys are for private residential traffic only.

Yinghua Traffic Map



Office Hours	7:45AM-4:15PM
School Day	8:30AM-3:30PM
Dismissal	3:15PM-3:45PM
Aftercare	3:30PM-6:00PM

RED	No parking or student drop-offs.
GREEN	Parent Parking
BLUE	Car loading/unloading zone during Arrival & Dismissal (Line up following BLUE arrows)
YELLOW	School Bus Route & Loading Zone - No Parking.
DARK BLUE	Accessible/Handicapped parking only.