



Dear Parents/Guardians:

Welcome to Franklin Academy! As many of you know, Franklin Academy uses a custom-built system to manage our pick-up and drop-off traffic and we call it *FranklinPass*. During the upcoming New Family Orientation session, which we encourage you to attend, we will review the process in detail.

As part of becoming a member of the Franklin Academy family, you will receive two FREE *FranklinPass* stickers. The sticker should be placed on your windshield as indicated on the diagram. Additional stickers can be purchased for \$5 each. (*Please note that we do not accept cash. Additional stickers can be purchased with personal checks or online credit card payments).

OVERVIEW

STUDENT DROP-OFF:

- Parents may begin dropping off elementary students as early as 7:00 AM and middle school students as early as 8:00 AM. Parents/Guardians with both elementary and middle school students can take advantage of our "Sibling Link" program. 6th through 8th grade students who have siblings in grades K-5 may arrive on campus beginning at 7:00 AM with their K-5 sibling. This is a no-cost service to our families.
- Parent/Guardians should follow the directions of the staff and can drop off their children at the curb. You should NOT attempt to park your car and walk your child into the building.

STUDENT PICK-UP:

- Parents are allowed to enter the campus at 2:10 PM (K-5) and 3:10 PM (6-8). Please do not begin waiting in cars ("stacking") out on Pines Blvd. prior to the entry time. We hire local police officers to assist us and they will prevent cars from stacking in the turn lanes or in the driving lanes prior to the entry times. Safety and security is our primary concern, unnecessarily blocking traffic for non-Franklin traffic causes a safety concern for everyone.
- The entire time your vehicle is on the campus, it is required that you have your dashboard placard out and visible. The placards are color-coded for elementary and middle school and they display the student's name and grade level. This process is for both safety and efficiency as it allows us to quickly identify which student should be placed into which vehicle.
- Students can be released to parents (early sign-out) until 1:45 PM. If you need to take your child out of school early, you must arrive on campus prior to the cutoff time.
- Parents should not attempt to park in neighboring businesses and communities to claim "walker" status for their children. All children who are not walking all the way home must either ride the bus or be picked up via the established car line.
- Middle school parents arriving before the approved time will be directed to exit the property and to return after the approved time.
- Parents/Guardians with both elementary and middle school students/students in both dismissal windows can take advantage of our Sibling Link program. Students enrolled in grades K-5 who have a sibling enrolled in grades 6-8 will be permitted to remain on campus in a supervised environment until their sibling is dismissed at 3:15 PM.



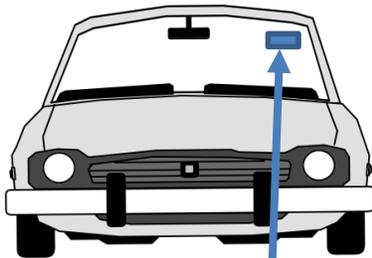
As a member of the Franklin family, you have agreed to abide by these procedures and they will be strictly enforced.

We know that this process is probably different than anything you have experienced at other schools and while it may seem foreign, when everyone is following the rules it moves quite smoothly and proves to be a safe and effective manner of picking up and dropping off your children. We appreciate your cooperation and support especially in the first few weeks of school.

We are looking forward to an exciting year together!

Sincerely,

Elena Diaz, M.Ed.
Principal



Place FranklinPass Sticker Here