



Paso Verde School Drop-off and Pick-up Procedures

- For **TK and Kindergarten Drop-off and Pick-up Procedures**, scroll down.
- Click [here](#) to view form with map of the Puma Pounce Walking School Bus Drop Off Zone

Paso Verde's enrollment will continue to grow while we are in our interim site. We need your help to keep the school and your children safe. EVERY child's safety is important to us. It remains our faculty's highest priority to ensure that students enter and exit cars in a safe and organized way. We ask everyone to learn and follow our new pick-up and drop-off procedures. As a community we can eliminate chaos, frustration and unsafe conditions. Each family should discuss these new loading, walking, and riding procedures. Thank you for your support in creating the foundation for a safe and productive environment for all.

Puma Pounce: Walk and Ride to School: Parking is very limited; many of the spots will be used by staff and the turn-around is short and will become easily congested as no parking is allowed on Del Paso Road. As a school focused on impact and sustainability, we encourage our families to walk, ride, or skate to school whenever possible. Please visit our school website to download a Puma Pounce flyer. A flyer will also be sent home with your student. A brisk walk in the morning can enhance student learning and has many health and environmental benefits. If you drive, consider driving to the Puma Pounce location to drop off rather than drop off in the small school parking lot.

Please avoid stopping, parking, or dropping off on Del Paso Road or inside NP3's parking lot. They are heavily trafficked by our neighboring students and we will be caring citizens.

There is Limited Playground Supervision Before and No Playground Supervision After School: Playing on the fields or playground in the morning has limited supervision as we also offer breakfast. We are a small staff and cannot provide supervision on the playground until after 7:45. Students not enrolled in 4th R must arrive no earlier than 7:45AM and should proceed first to the cafeteria. Once the 8:10AM bell rings, it is a signal it's time to walk to the scholar's designated classroom number on the back playground. Playground supervision is not provided after school.



General Precautions:

- Please be our scholars' best examples. Please be courteous and follow all safety guidelines at all times.
- No arrivals prior to 7:45AM. No supervision is provided on the back playground.
- Please DO NOT STOP on Del Paso Road to either drop-off or pick-up students. This is a very dangerous location outside our parking lot and traffic quickly gets backed up. This makes it very dangerous for children to enter and exit the school area. Please continue to drive up as close to the office loop as you can. Students are not permitted walking in the parking lot without an accompanying adult, this is for the safety of all families.
- Use crosswalks to cross streets and loading zone lanes.
- Follow all directions from school personnel. We can see potential problems you may not readily see from your car.
- Students are to be picked-up promptly at dismissal. There is no supervision on the playgrounds after school hours.
- Devote more time and be extra cautious on rainy or foggy days. Drive with your headlights on to see and be seen.
- Our local streets are very busy. Please drive slowly and watch for all children and pedestrians!
- Dogs are never permitted on the campus, including the parking lot. When picking up your child, please leave dogs at home.

Dropping Off and Picking Up Scholars at the PVS Office Entrance:

- Pull your car as far forward into the parking lot loop as traffic allows. Unloading zone begins at the Kindergarten playground fence and runs the entire length of the school office. Drivers may drop-off students along entire length of Loading Zone and may be directed to stop, pull forward, or wait by school personnel.
- Students will unload from the PASSENGER SIDE of vehicle only. The driver should remain in the vehicle at all times and all driver side doors are to remain closed. Please no trunk unloading in this zone during drop-off and pick-up hours. Students will exit onto the administration office sidewalk.
- Keep pulling forward and fill in all gaps in Loading Zone Lane. Cars will be grouped in 5's to load/unload and be waved into traffic. This process prevents students walking between moving vehicles and will keep the flow of traffic moving steadily.
- Have all school materials including backpack and lunch ready before student exits vehicle.
- Students will wait to be picked up behind cones color-coded to their grade level and cards in family car's windshield



- All cars using the loading/unloading zone will have the PVS card in their passenger side windshield, they will be color coded by grade level according to the cones where student will wait during pick-up.
- Students will line up under the awning between the office and the faculty conference room and will be called to their cars from color coded cones by grade level.
- PVS Personnel and volunteers will call children from dismissal waiting area. Students must wait in this designated area, not on grass area in front of classrooms, in the parking lot, or on Del Paso Road.
- Please no honking or signaling to students from your vehicle at any time, staff must release students to cars with cards in the front windshield. Please do not use your cell phone while waiting for your child nor driving in the school lot.
- Once your child has entered your car on passenger side of vehicle, please exit parking lot via bypass lane to driver's left. This lane is for driving only — no loading, unloading or stopping at any time.

TK and Kindergarten Drop-Off and Pick-Up Procedures: All TK scholars wanting breakfast must be escorted to the MP room for by their parent or caregiver. TK parents or caregivers may drop off their scholars in room **W-2** beginning at at 8:00am. TK scholars will be picked up from the classroom, **W-2**, by their parent or caregiver. We will not dismiss TK classes from the office loading zone for their safety. Parking is limited so please walk whenever possible. If you must drive consider parking at El Centro and walking.

All Kindergarten scholars will line up with other classes on the blacktop area. Kindergarten will follow the same process as older scholars.

Pick -Up: TK parents will wait along the playground fence beginning no earlier than 2:00pm for student pick up from the TK Room W-2. Students will be dismissed individually to ensure each scholar is released to their family or caregiver. We appreciate your support of our student safety procedures.

Kindergarten students will wait behind the **RED Rainbow Cone** outside the administration office. Color coded signs will be available for cars for effective identification.

Learning Time is Sacred: Please do not wait in the halls or outside classrooms before dismissal. We hope our community grows and families enjoy each others' company so please keep conversations away from classroom doors. PVS scholars are to leave the classroom and hall areas promptly upon dismissal and report to the loading cones or their after school program. We ask



that parents and caregivers wait in the loading zone rather than in the halls or outside the classrooms, so that we keep noise and distractions away from the classrooms. TK parents will pick up their children in front of their classroom at dismissal time.

Paso Verde Teacher Names, Room Numbers, and Red Dot Spot for Line-Up:

Grade Level	Teacher Name	Room Number	Red Dot Spot
TK	Mrs. Martin	W-2	24
Kindergarten	Mrs. Bankston	L-7	23
Kindergarten	Ms. Smith	W-1	22
Kindergarten	Ms. Szoboscan	L-8	21
1st	Mrs. Miller	W-3	20
1st	Mrs. O'Neal	W-5	19
2nd	Mr. Bornstein	W-7	18
2nd	Mrs. Meyer	W-6	17
3rd	Mrs. Gohn	W-8	16
3rd	Mrs. Wammes	W-9	15
4th	Mrs. Intiso	N-6	14
5th	Ms. Shannon	N-3	13