



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 Zones.

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: We are a small staff and cannot provide supervision on the playground until 8:00am. Students not enrolled in 4th R must arrive no earlier than 7:45am and must proceed first to the cafeteria. The playground will open at 8:00am. All scholars on the playground at 8:00am MUST stand on their dot spot number. Once the 8:10AM bell rings, it is a signal that all scholars should already be at their red dot spots for teacher pick up.



Playground supervision is not provided after school but we do have many after school enrichment opportunities. All scholars that are not a part of an after school enrichment activity must leave campus.

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. Cafeteria is open 7:45-8:10 and playground (for red dot spots) is open 8:00-8:10.
- 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 to walk 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.
- If you would like information on our walking school bus please visit our website.
- Please do not park in the bus loading/unloading zone.
- 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. Follow signage and faculty direction to ensure safety and efficiency when unloading. 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 3's to load/unload and be directed 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 color-coded cones to their grade level and pick-up pass in family car's windshield
- All cars using the loading/unloading zone will have the PVS pick-up pass 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 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 Scholars

- Kindergarten Scholars not in 4th R will be picked up at Westlake Community Park, the entrance is on Broadgate Drive
- All families will pick up in the car line at the south curb on Westlake Parkway. Do not get out of your car, faculty will bring scholars to your car based on the RED dashboard cards in your car.
- Please do not park in the Westlake Community Clubhouse lot.
- Walking families will check their scholar out from the faculty on duty. Please do not take your scholar without checking out with the PVS faculty member with the clipboard.

1st through 7th grade students

Students will be walked from their classroom to the front of the school. If you're walking or exiting your vehicle, all parents must stand near the Kindergarten playground. As scholars lines walk by, teachers will dismiss scholars to go to their parents. Class lines will continue to walk to the front of the school, to the rainbow cone zone, for kid valet (car pick-up) ONLY. Please do not exit your vehicle if you are in the kid valet line. Scholars that are riding their bikes home will exit the school through the garden and far gate close to the street. Scholars are asked to wear a helmet and wait until they have left the campus before riding their bikes or scooters.

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. Caswell	W-2	26
Kindergarten	Mrs. Bankston	L-7	24
Kindergarten	Mr. Wright	W-1	22
Kindergarten	Ms. Garcia	W-4	20
Kindergarten	Ms. Szoboscan	L-8	18
1st	Ms. Beauchamp	W-8	14
1st	Mrs. Magaletti	W-9	12
1st	Ms. Alden	W-11	10
1st	Mrs. Miller	W-3	16
2nd	Mr. Bornstein	W-7	4
2nd	Mrs. Meyer	W-6	6
2nd	Mrs. O'Neal	W-5	8
2nd	Ms. Stone	W-10	2
3rd	Mrs. Gohn	W-17	F
3rd	Mrs. Wammes	W-14	D



3rd	Ms. Woollard	W-15	E
4th	Mrs. Intiso	W-22	C
4th	Ms. Yelle	W-23	B
4th	Mr. Qui	W-24	A
5th	Mrs. McKenna	W-21	G
5th	Ms. Shannon	W-18	J
6th	Ms. Matheson	W-20	H
6th	Ms. Fitzhugh	W-18	I