

PASCHALL ELEMENTARY
DROP OFF AND PICK UP PROCEDURES

Due to the addition of Head Start students to our campus, our drop off and pick up procedures have changed.

ARRIVAL PROCEDURES

- Doors to the campus open at 6:45 a.m. and school starts at 7:30 a.m.
- Student drop off is at the front of the school. All children need to exit their vehicles on the right side towards the sidewalk. Upon drop off, students will report to the cafeteria.
- Parents, if you will be entering the campus, you will need to park in the visitor's parking lot in front of the school and immediately report to the main office for a visitor's badge.
- If you are walking your child to school, please enter through the front entrance. Parents will not be allowed to walk their student(s) to classrooms after the first week of school. Walking parents should bid farewell at the front door.

Parents will be allowed to walk their child to class only during the first week of school.

- Bus riders, Day Care, APPLE, Life Skills and Head Start students will be dropped off in the back of the school each morning.

DISMISSAL PROCEDURES

- School is dismissed daily at 2:45 p.m. For the safety of all students, visitors are not allowed to enter the school building or office during dismissal times unless escorted by a staff member.
- CAR RIDERS - In the afternoon, car pick-up is in the FRONT of the building. All drivers MUST have a school-issued YELLOW car tag VISIBLE in order to pick up their child. Please stay in your car and pull up to cone assigned by a staff member. For safety reasons, all children must enter the vehicle on the passenger's side.
- BUS RIDERS/DAY CARE - If your child is a bus rider or attends DAY CARE after school, staff members will escort your child to the bus/day care van each afternoon to ensure that they board the correct bus/day care van.
- SUPERVISED WALKERS - Parents who elect to walk up and pick up their child as "Supervised Walkers," may pick up their child at the side of the school at the 5th grade wing. These students will not be released at the front of the building.
- WALKERS – Students who have a signed parent permission slip on file will be allowed to walk home without the supervision of a parent/guardian. These students will exit via the 5th grade wing and will be escorted outside by a staff member.

CHANGES IN HOW YOUR CHILD GETS HOME

- Your child will be dismissed via his/her normal routine UNLESS we receive written documentation from a parent/guardian that it has changed.
- We understand that at times, it may be necessary for you to make changes to your child's dismissal during the school day. For your child's safety, parents/guardians must contact the school office at 210-662-2240 prior to 2:00 p.m. This advance notice is necessary to ensure that any change is communicated to your child and his/her teacher before dismissal.

EVERY child's safety is important to us; thus, we thank you for adhering to our drop off/pick up procedures. If you have any questions, please contact the school at 210-662-2240.

Tricia A. Davila
Principal