



**Carver Elementary School
Preschool Procedures
for
Drop-off & Pick-Up**

PRESCHOOL Morning Drop-off Procedures: Begins at 8:15

- **Parent/Guardian should NOT enter the parking lot for drop-off prior to 8:10 AM.**
- **Parent/Guardian should drive into the drop off area and stop at the preschool entrance. Beginning at 8:15, staff will help your child unload and enter into the school.**
- **For walk-ups, please park and walk your child to the preschool door at 8:15.**
- **If arriving after 8:20 AM, you MUST park and bring your child in through the MAIN door entrance.**

Preschool Pick-up Mid-Day

- If you pick-up your child on a regular basis, complete the Car Rider Application Form
- Parent/Guardian MUST park in a space designated for parking and walk to the Preschool Entrance to meet their student.
- If you are dismissing your child early: Parent/Guardian must notify the school using PickUp Patrol about the dismissal plan.
- If the person picking up the student is someone other than a Parent/Guardian, this information must be entered into PickUp Patrol and updated if it changes.
- The person dismissing the student MUST be authorized to do so by the Parent/Guardian.
- A license or some other form of state identification with photo or a Preschool Pick-up Pass* will be required.
- As a reminder keep your child safe, by holding your child's hand coming into and leaving school as well as younger children in your care.

Preschool Pick-up Afternoon

- Pick-up begins at 2:45.
- If you pick-up your child on a regular basis you should complete Coyote Car Rider form
- Parent/Guardian must notify the school using PickUp Patrol that they will be dismissing their student. If the person picking up the student is someone other than the Parent/Guardian, that information must be entered into PickUp Patrol and updated if it changes.
- Parent/Guardian **MUST** park in a designated parking space and walk to the preschool entrance to meet their student.

Questions...

Please reach out to any of the school building administrators:

Principal: Ruby Maestas maestars@carver.org

Associate Principal Grades 3-5: Jessica Penella penellaj@carver.org

Associate Principal/Early Childhood Coordinator Grades Pk-2: Naomi Stahl stahln@carver.org