

**Drop-Off & Pick-Up Procedures, including sign-in and sign-out procedures**  
***Upon entering Pasitos School, Parents/Guardians will be asked to...***

**Drop-Off**

1. Remain in their vehicle until your scheduled time and the entry area has been cleared of other families. .
2. Hand washing/sanitizing stations available upon arrival
3. Only 1 adult per child, for families with multiple children, please drop off one child at a time. Siblings in the same classroom can be dropped off together.
4. Ideally, the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for [severe illness from COVID-19](#)
5. Walk the child to the gated entry area, using a face mask. ONLY one family at a time should enter the gate area. Restrict one adult parent/guardian and younger siblings when dropping off and picking up. Siblings older than 7 should please wait in the car. (See [California Vehicle Code 15620](#)).
6. Staff will take the child's temperature using a no touch thermometer. If around 98.6 F (37 C), the child can proceed into the classroom. If at 100.4°F / (37.8°C) or higher, your child will be asked to stay home until cleared by his/her doctor.
  - a. Additional temperature reading can be performed by staff if uncertain of first results.
  - b. Additional temperature reading requested by parents is allowed. Parents must return to the vehicle with the child and wait at least 5 minutes before returning to the door.
7. Sign the child in, using own pen or clean and sanitized Pasitos pen, place the soiled pen in the soiled cup.
8. Please keep drop off transition to a maximum of 5 minutes, talk to your child about the new drop off process on the way to school so they are alert and aware.
9. Staff and children **ONLY** allowed inside our classrooms. Parents and guardians are NOT permitted inside the classrooms. Please help us limit the exposure to our staff and children.
10. Limit items from home: 1 pair of socks, 1 shirt, 1 pant/shorts, **non-toxic sunblock stick**, lunchbox, and water bottle. Leave all items labeled with the child's name and leave at the door.

## Pick-Up

*Upon entering Pasitos School, Parents/Guardians will be asked to...*

1. Remain in their vehicle until your scheduled time and the entry area has been cleared of other families.
2. Only 1 adult per child, for families with multiple children, please pick up one child at a time.
3. Wait for the maestra to walk the child to the gate, sign out using own pen or clean and sanitized Pasitos pen, and place the soiled pen in the soiled cup.
4. Please keep the pickup transition to a maximum of 5 minutes, talk to your child about the new pick up process on the way to school so they are alert and aware.
5. Staff and children **ONLY** allowed inside our classrooms. Parents and guardians are NOT permitted inside the classrooms. Please help us limit the exposure to our staff and children.
6. Maestras will place lunch boxes and items near the gate for pick up.