

## 23-24 Carver ECC Procedures

### **PLEASE READ CAREFULLY!**

Dear Parents, for the safety of your child we have a few procedures parents have to follow.

1. Parents **MUST** always show an ID when entering the campus. A picture ID will be required when signing a student out.
2. You will be asked every time at the door why you are needing to enter the building.
3. Students dropped off at the carloop must be dropped off before 7:40 school starts at 7:35. Students dropped off after 7:40 will have to be signed in by an adult at the front office.
4. Students need to be signed out before being called down to the office.
5. Parents **MUST** call before 1:30 to make **ANY** transportation changes.
6. Parents wanting to sign out a student need to do so before 2:30 from the office.
7. Lunch is limited to 2 adults per child and can only attend **ONCE** a week.
8. School releases at 3:00 p.m. each day, the office is closed from 2:30 – 3:30 p.m.
9. If you do not have your student's car tag during dismissal, you can purchase one in the office for \$3. During dismissal we will **NOT** call students to the office. You will need to provide an ID to collect your student after 3:30 p.m.