

POTOMAC ELEMENTARY SCHOOL TRAFFIC SAFETY PLAN

We are asking for your assistance and cooperation when you drop off your children or pick them up after school. Please observe a 5-mile per hour speed limit at all times.

Drop Off and Pick Up Lane Procedures

1. Drop Off Times: 9:05-9:15a.m. Pick Up Times: 3:25-3:40p.m.
2. Remain in the car at all times.
3. Follow Drop Off / Pick Up signs, do not stop or block crosswalks as you go through an intersection, do not use the intersections to make a U-turn, and wait your turn to Drop Off and Pick Up.
4. Students must be ready to enter/exit car with backpack/materials in hand.
5. Drop Off/Pick Up students along the sidewalk area ONLY.
6. Students should not be dropped off or picked up past the stop sign, as this is a fire lane.
7. Do not park in the fire lane, and do not use the bus circle before or after school.
8. Always yield to pedestrians and approaching buses before entering or exiting.
9. Avoid parking your car and requesting your child to leave before school has ended unless you have an appointment or emergency situation.
10. Families will receive a brightly colored number in this summer PTA mailing to use when picking up children. Contact the office if you have not received yours in this mailing. Before the buses are called, the car riders will be sent to the multi-purpose room at the end of the day. When your car arrives in the lane, your child will meet you at your car. If you do pick up your child in the multi-purpose room, please sign your child out of the room.

Thank you for your continued support in making Potomac Elementary School a safe place for all our children!

Linda Goldberg
Principal, Potomac Elementary School