Potranco Elementary

Sandy Bermea                  Roselyn Payne                  Sandra Rodriguez
Principal                    Vice-Principal                Counselor

Drop Off Procedures

**Car Drop off**
- Doors will be open and staff will be on duty at 7:15 am.
- Please do not drop off your child prior to 7:15 am.
- You will see staff and students on campus starting at 6:30 am. This is the morning childcare, Right at School, which parents have set up and paid for care. The staff is not Potranco staff.
- **Parents will sign in the front foyer for the first two days and get a visitor sticker.**
- One line to drop off.
- Parents will sign in the front office for the rest of the year.
- Students will go to cafeteria to eat breakfast.
- If students are not eating breakfast they will need to walk to their grade level hallway.

**Pick up Dismissal**
- Students will be release at 3:10 pm.
- Display blue car tag on the passenger side window.
- Two lines will move through the pick up area.
- Staff will not accept a picture of your car tag. If you have forgotten your car tag, you will need to park and walk up to check out your child.
- Teachers will load students in the back seat.
- Parents may park in the parking lot and walk up to get their child.
- Parents will need to present the car tag in order to get their child at the pick up door.

- **Cell phone usage is prohibited in a school zone.**

**Transportation Changes**
- Communicate any transportations prior to 2:00 pm

Expect longer than normal wait time the first week of school when picking up your child. Please be kind to Potranco Staff, they are following procedures to ensure the safety of your child.

Thank you for your understanding and support,

Mrs. Bermea