

## **IMPORTANT NOTICE TO PARENTS**

### **TRANSPORTATION PROCEDURE CHANGES**

#### **Dear Parents**

The Chautauqua Lake Transportation Department has made some very important changes in their transportation procedures. These changes have been put in place to enhance student safety and accountability practices.

#### **This year, there will be no day to day changes in drop off locations.**

Effective September 5, 2013, only 2 (two) drop off locations will be permitted other than your home and schedules must be consistent week to week. Varying schedules will not be permitted except in emergencies. If there is an emergency, you must make arrangements to pick your child up at school.

#### **ALTERNATE BUS DROP OFF LOCATIONS**

- Stop must be within school attendance area
- Stop must be on an established bus route (i.e., new stops will not be created)
- Change cannot result in overcrowding a bus
- Students must be within a safe walking distance from the established stop
- For shared custody, both parents' addresses must be registered with the Transportation Department.
- Requests will not be approved for student medical appointments, religious instruction, scouts or any other activity.
- Requests for alternate bus stops must be renewed annually.

#### **PRE-K AND KINDERGARTEN BUS DROP OFF**

- It is imperative that an adult be present in order to drop off any Pre-K - 2nd Grade Students. The bus driver must be able to physically see the adult.

### **EARLY RELEASE AND TRANSPORTATION OTHER THAN BUS HOME**

- If a child is to go home by means other than the bus to which he/she is assigned (i.e. walking or bike) , a note indicating this change must be signed by a parent/guardian. Authorized adults that pick up children at the end of the day MUST sign out the student in the Elementary Office.
- Parents and guardians are NOT to go directly to the classroom to pick up a child. If a child will be using an alternate method of travel after school on a regular basis, parents may write a note, which will be applicable for the time specified. All arrangements must be made in advance. Students should not plan to use the telephone at school to make plans for alternative means of transportation.

The Transportation Department must approve all requests.

Please complete the attached form if you are requesting a drop off location for your child(ren) other than your home address.