Dear Parents:

Riding a big yellow school bus can be so exciting for young children. Please help your child enjoy this school activity by noting the following information:

1.   During the first few days of school, actual bus pick up and drop off times may vary due to a variety of unexpected circumstances (e.g. a child refusing to board the bus, the extended time period required for children to follow new school dismissal procedures, etc.) Allow your child to observe you reacting calmly and confidently when dealing with changes/surprises in new school routines so that he/she will do the same. If your child sees you become alarmed over changes, he/she will become alarmed, too.

2.   Make certain that your child is **OUTSIDE** waiting for the bus at the scheduled pick- up time. Bus drivers will not beep the horn or wait at the stop for your child. This would cause delay in the transportation schedule, causing children to be on the bus approximately 25 minutes longer than necessary. Should the driver not see your child at the stop, he/she will continue on the scheduled route. Parents are then responsible for driving their child to school.

3.   If you plan to photograph or videotape your child on the first day of school, please do it **before** the bus arrives or as the bus is **pulling away** from your home. Do not attempt to board the bus or to involve the driver in conversation. This will cause a delay for all.

4.   Children **MAY NEVER** eat or drink on the bus. There is a potential for a child to choke as well as the danger it presents to children with life-threatening allergies.

5.   Make sure that your child does not come to school with key chains or other objects attached to his/her or backpack. Several children in New York State have been injured while entering or exiting their school buses because articles hanging from their backpacks have gotten caught in bus doors causing them to be dragged alongside of the bus unbeknownst to the driver. Help keep your child safe by avoiding all decorative items that hang from backpacks.

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6.   Buses leave Heights each day between 3:10 and 3:20. Be prepared to receive your child at home from 3:15 p.m. on. After the first few days of school, your child's return time will be consistent. However, during the first few days you must be flexible. Remember, we are boarding approximately 400 four, five and six year old children on 15 buses, and children new to Heights are not familiar with dismissal routines. If we go slowly, they will find the process exciting rather than overwhelming.

7.   Be at the bus stop at drop-off time. Drivers are only allowed to release a child from the bus after they have made eye contact with the authorized receiving adult. If the adult is not at the stop, the driver is required to bring the child back to school. Parents then have to pick their child up.

8.   In order to maintain the safety and security of all children, we will **<u>strictly</u>** adhere to the pick-up policy as described below.

   a. **<u>Parents may only pick up their own child.</u>** You must send in a written request in the morning in your child's communication book so the teacher knows your child is not going on the bus. In an emergency, please fax us at 516-801-5508, or e-mail to lgranger@roslynschools.org or gpolak@roslynschools.org the information by 12:00pm. We do not encourage pick-ups for young children. It negatively impacts instructional time and is often disruptive to the class.

   b. When you are picking up a child/children you will meet them by the Cafeteria door on St. Marks Place. Pick-ups will begin being dismissed at 3:15pm.

   c. If your child will be part of a **carpool**, please complete the necessary form that is available in the main office and for download on our website. Carpools are for transportation to **<u>after school programs only</u>** and **not** for play dates.

Your cooperation regarding the above procedures will help us to guarantee each child's well-being during arrival and dismissal. Thank you for your cooperation.

Sincerely,

Mary E. Wood
Principal