

To: Parents of Bus Riders

We hope that our shuttle bus service helps meet your transportation needs. With your cooperation, I know that we can have safe and comfortable transportation with this service.

The bus and drivers are under contract with us to (1) provide and maintain a safe and dependable bus, and (2) provide careful and experienced drivers. The third ingredient in the program is the cooperation of student riders and their parents in abiding by the bus rules. Please let us know if any aspect of the shuttle bus service causes you concern. Safety is our foremost objective, and together we can achieve that goal.

Bus Rules

1. Departure time from Jefferson Hwy. in the morning is 7:47 a.m. All bus riders should arrive between 7:35 and 7:45. Please do not arrive any earlier because there will be no supervision for the children. The bus must depart on schedule at 7:47 a.m. in order to arrive at the Harrell's Ferry Rd. campus on time—it cannot wait for tardy arrivals. If you cannot be at Jefferson Highway by 7:45, it will be necessary to deliver your child to the Harrell's Ferry Rd. campus yourself.
2. Approximate arrival time at Jefferson Hwy. In the afternoon is 3:30. Please pick your child up promptly when the bus arrives. It is not the responsibility of the afternoon teachers at the preschool to supervise your child after 3:45. Any child not picked up by 3:45 will be assigned to our After School Care program for which there will be a minimum charge of \$15.00.
3. Parents of bus riders and parents of preschool students share the same driveway and must follow the same rules of safety and courtesy. Please study the Driveway Map and Traffic Rules for Jefferson Highway. The driveway must be used as a circular drive and must be left clear so it can be so used. This is especially crucial in the afternoons between 3:15 and 3:45. This means that drivers must stay in their cars and follow the traffic around to the drop-off and pick-up point. Please do not park and walk with your child to the drop-off and pick-up point. The problem with parking occurs when you return to your car and attempt to exit the driveway as quickly as possible—cutting in front of other drivers that are following the rules. If it is necessary for you to park and walk in, then you must wait until 3:45 to return to your car to exit the driveway, when the traffic has thinned out.
4. On the bus, riders must remain seated at all times the bus is in motion. Quiet conversation is permissible, but loud noise prevents safe operation of the bus and is not allowed. Heads and hands may never be outside a window, and objects may never be thrown from the windows. Harassing other students is not permitted and crude language is not allowed.
5. Failure to observe bus rules will lead quickly to temporary suspension of bus privileges, and then to dismissal from the bus program altogether. Please help us avoid such drastic steps.

PLEASE NOTE: The term “Random” as we use it applies only to After School Care, and not to Shuttle Bus Service. If you use the bus, you must schedule the service (and pay for it) every day (morning, afternoon, or both), whether it is used every day or not.

Sincerely,

Marcia Mackay, Head of School