

## After School Notes

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### After School Notes and Transportation

Your cooperation is needed to ensure that your after-school plans are followed correctly. We cannot make changes to after-school plans without a written note or direct telephone conversation or based solely on a student's request. This is for the safety of the children enrolled in our school and we appreciate all parents and guardians cooperation. Please understand that because of the volume of these messages the office receives daily, we must receive all messages prior to 2:00pm to ensure prompt notification.

### Bus Transportation

Our school district contracts with First Student to provide students with transportation to and from their home or regular daycare. Permission to ride another bus for special activities (i.e. parties, play dates, or after-school activities) will be granted on a space-available basis. Because of space considerations on certain routes, we strongly encourage carpooling to special activities.

So that home and school have the same understanding about a student's after-school plans, we ask that parents send a written note or call the office each day your child's bus plans are different from the normal routine.

First Student no longer accepts what have been called "permanent notes". If you have a change to your child's after school plan that recurs on specific days of the week for an extended period of time, please provide this information to the office. The office will generate a note each day the plan is in place and have it delivered to the student. However, frequent and/or multiple changes can generate confusion for the child and the staff and may result in errors. Please communicate all changes to the office.

### Pick-up Plans

You may choose to pick your child up from school each day. Please let the office know if this is your regular default plan, so that the student is not released to the buses at dismissal. Please send a note with the student anytime someone other than the parent is planning to pick up your child. It is also requested that if you don't always pick up your child, but intend to, even as a parent, to notify the office so that the students are not sent to the buses, thus delaying our dismissal. If a student has been sent to the buses, please come to the office where your student will be called up from the bus lines to the office.