

Transportation Procedures for Chautauqua Elementary School 2010-11

Normal Dismissal Procedures

- CES dismisses at 3:30pm Monday to Friday
- Students riding the bus exit the rear of the building to board buses.
- Student pick up will take place in the classroom at 3:30. If you miss the classroom pickup please come to the office foyer area and wait for your student.

Note: Parents are **not** allowed at the rear of the building during dismissal. If you need to remove a student from a bus please go the front office. The staff is in contact with the buses.

Alternate Dismissal Procedures - Bus notes, pick up changes etc.

A change of transportation note is necessary when a student is not following their regular after school plan. Changes can be sent via written note with the student, email to the front office or phone call to the front office. Written notes are collected by teachers each morning and forwarded to the front office.

- **Emails** should be sent prior to 1:00pm to Lance Morgan (lmorgan@vashonsd.org), Gillian Callison (gcallison@vashonsd.org) and the student's teacher. Please do not email after 1:00pm.
- **Phone calls** should be made prior to 1:00pm to 463-2882, extension 400 or 401. Please do not call the teacher to make after school changes.
- **Late phone calls** - do not email after 1:00. If you must reach the office after the 1:00pm deadline please call 463-2882; every effort will be made to complete the change.

Bus notes - (see example) Notes, emails and phone calls to change to a different bus stop should include the following information: Date, student's full name, full name and phone number of parent or guardian, teacher, bus route they will be riding, full name of destination (e.g. other student or business name), address or stop location of destination, destination parent or guardian name and phone number if applicable. Please write legibly.

Pick up notes - (see example) Notes, emails and phone calls to change the pick up arrangements for a student should include the following: Date, student's full name, full name and phone number of parent or guardian, teacher, full name and phone number of person that will pick the student up.

Updated Bus Garage policy: The bus garage is no longer accepting permanent notes for afternoon bus changes. If you have a student that will ride a different bus consistently each week (e.g. to the Library each Tuesday for six weeks), please talk to the CES front office about options to avoid writing a noted every time.