

Dear Parent or Guardian:
For Pick Up, the bus stop time for

_____ will be at

Child's name

_____ am/pm until further notice.



Please note: This is the time the bus is scheduled to LEAVE your stop!

If it arrives after this time, it will stop to see if your child is ready and continue on if he/she is not. It is the responsibility of parents/guardians to have their child ready 3 minutes before the bus stop time.

Cooperation is needed of all parents and child care providers in order for the bus to remain on schedule as much as possible.

A reminder: the **Bus Policy** states that changes to regular stop locations should be made **ONLY for emergencies** and notice should be provided in writing 24 hours prior to the change. (*This is so those affected by these changes can be informed of new stop times.*)

By the way, **we really appreciate** those parents who **call the center** to let us know their child will not be riding that morning! Messages can be left at the center before the bus leaves in the morning at: _____ Am. The number is: 541-

If you cannot call, please remember to place the "A" in your window.

TAKE HOME TIMES: These may vary depending on how many (and which) students are transported home. Your driver may be able to give you a stretch of time within which the bus will arrive the majority of the time.. (Such as between 12:30 and 1:00pm) **But please realize this is only an estimate!~ You should be prepared for the bus to arrive either sooner or later.**

Remember also that (for the safety of the children!) the bus driver **MUST physically see** the parent or child care provider in order to both pick up and release the child! We do not permit children to leave the bus until we see an APPROVED guardian, nor do we release to anyone UNDER THE AGE OF 12 **OR** anyone who is NOT ON THE LIST OF APPROVED GUARDIANS provided to Head Start by the legal guardian.

This is for the safety of your child!!

We would like to thank those parents and guardians that take the time to come out to meet the bus and place their children on it!

(This is the preferred way, if possible. The children love it, it is safer and it promotes communication between the driver and parents or guardians. Often there are papers to be passed out or reminders to be given.)

Thank you so much for helping us provide better service and a safer ride!

Please call me if you have any questions.

Carol L. Vandeman
Transportation Manager
Umatilla- Morrow County Head Start
541-564-6878 Extension 238



