Kindergarten Parent Handbook for Transportation

Enclosed in this packet, you will find some important information that will make your first experience with the yellow school bus a good one. Please review this information with your child.

**Bus Stops** - Many bus stops are at neighborhood intersections. Kindergarten students must be put on and taken off the bus by a parent, guardian, or responsible adult regardless of where the bus stop is located. There are no exceptions to this policy.

**Babysitter Policy** - Sitter arrangements can be a.m., p.m. or both, but they must be every day. We cannot transport to different locations on different days. Students may not attend a babysitter only on “half days” or other similar special situations.

**Clothing/Bookbags** - For safety reasons, please provide a bookbag for your child’s belongings. Loose items can cause injuries and tempt students to reach under the bus to retrieve dropped items. Please choose jackets and coats without drawstrings whenever possible.

All objects including musical instruments must fit on the child's lap. Absolutely no animals, fish, or sharp objects are allowed. Sports equipment must be carried in equipment bags.

**Bus Stop Pick-up Procedure** - It is important that drivers observe students as they approach the bus stop in the morning. Please arrange to have your child at the stop 5 to 10 minutes before ordinary pickup time. Please remember it is a parent’s responsibility to make sure their child is on time for the bus and to supervise their child to, from, and at the bus stop.

If your child is late, please do not let him/her run to catch the bus. The driver may not see him/her and might pull away just as your child reaches the bus. For this same reason, please do not try to transfer your child to the bus along the route if he/she misses the bus.

**Drop-off Procedure** – It is district policy that a parent, guardian, or responsible adult be at the bus stop to meet kindergarten students. If no such adult is present, our office will make an attempt to contact the parent via telephone. Should the office be unsuccessful in reaching a parent, the driver will return the child to the school building. Also, please remember it is a parent’s responsibility to make sure that their child is on time for the bus and to supervise their child to, from, and at the bus stop.
**Inclement Weather** - On icy and snowy days, please listen to your radio station. You can also visit the school’s website, www.marloroschools.org, for closing and delay information. Please contact your child’s school building main office for information regarding signing up for Blackboard Connect Ed - the district’s emergency phone calling service. Also, please be sure you make arrangements for someone to meet your child should school have to dismiss early for any reason.

Please do not call Quality Bus Service. Our phone lines must remain open for critical calls. We will not provide you delay or closing information.

**Safety Drills** – Quality Bus Service, along with the district, has an extensive bus safety program which includes classroom and on-the-bus safety drill instructions, special programs, evacuation drills, and a number of incentive programs.

**Automobile Drivers**–Drivers can help make the Marlboro area safer for students. As a driver, always watch for children, especially in the morning and afternoon when children are going to school and returning home. The law requires that you stop for a school bus when its red lights are flashing. This law is in effect on the highway and on school property, including school bus loops. DO NOT use the bus loops during student arrival and dismissal times at the schools. You should make yourself familiar with the traffic pattern at your child’s school if you plan on driving him/her to or from school.

**Permission Notes**– The bus driver CANNOT drop a child off at an unauthorized stop. If there is an emergency which requires different busing, your child must have a written note and take it to the principal’s office for approval. Without a note and principal’s approval, your child can only be dropped off at his or her assigned stop. Once the note is approved by the building principal, it will be faxed to our office. DO NOT give the note to the driver.

Additionally, to assist in the safeguarding of your child, once the child has boarded the bus at the school, the driver cannot release them to a parent. Please do not go to the bus and demand your child. All children must be signed out in the school office.

**Lost & Found**– Please remember to put your child’s name on all of his or her clothing, books, backpack, lunch box, hat, gloves, etc. Items found on the bus at the end of the day are saved by the driver. The driver will keep these items for several days. Unclaimed items will be brought to the school and will be added to lost and found.

**Important Numbers**

Quality Bus Service (Transportation Office)  
Phone: 845-561-3185  Fax: 845-561-3186

Marlboro Elementary School  
Phone: 845-236-1636  Fax: 845-236-1639