

## TRANSPORTATION PROCEDURES

*Please read and take note of these important instructions*

Please understand that while you may think we know your child is staying after school or not going home on the bus one day, it is quite possible that we have a sub at the front desk who is not aware. We have had incidents where we have had to hold a bus to find a missing student, only to learn he/she was picked up by Mom, with no note. So...

- If your child is staying after school for any activity (Purim play rehearsal, sports practice or game, after school class, private tutoring, etc., etc.) you must send a note to the office via kiddie mail or fax (973-584-0602) or email Christine at [cbulko@hamc.org](mailto:cbulko@hamc.org), **as early as possible**.
- It is suggested that you follow up with a phone call just to make sure the message got through.
- If you are picking your child up or he is going home with someone else and he/she normally goes on a bus, you must send a note to the office or email Christine at [cbulko@hamc.org](mailto:cbulko@hamc.org).
- **Please don't rely on a phone call.** It may not get written down!
- Please don't wait till the end of the day to let the office know. **Late information and information sent verbally only increase the chances of error.**
- Any child who does not have a note will be sent home his/her normal way.

### **Just to expand and reiterate:**

- Inform the office *in writing* of any changes in transportation. Include your child's first and last name, his/her grade, and clear instructions. You may purchase preprinted note pads from the office to make this task easier. **Under no circumstances** may a child who is not assigned to a County route ride a County bus.
- If your child rides a bus and will not be using that transportation on a regular basis (ex. You pick her up on Wednesdays for dance lessons or he stays for aftercare on Thursdays), please inform the office in writing of that fact; that will become his/her regular transportation instructions. If your child then needs to ride the bus on that day, you will need to inform the office of a change of transportation.
- If plans change during the day, please fax to the office (973-584-0602) a written note as soon as possible, preferably before noon. You can also e-mail Christine at [cbulko@hamc.org](mailto:cbulko@hamc.org). (You should follow this up with a phone call in case Christine is out for the day.) Please do not arrive at school and pull your children off of the bus at dismissal time without notifying the office. Many buses have been late leaving school because we are looking for a child who left with his/her parent.
- Bus drivers have been instructed to only let children off at their assigned stop unless they have written instructions to the contrary. **Please do not arrange to have your child get off at a different bus stop without informing the office in advance and in writing.**

- Please be considerate of the classroom and office staff. If you are picking up your child at school, please do so *promptly* at dismissal time. We understand that emergencies may arise, so please ask someone to pick up your child if you are going to be late.
- Safety of the children riding bus is of utmost concern to all of us. Therefore, drivers will report disruptive behavior to the principal who will take appropriate action
- Because the school office closes at 4:00, following is the number for the bus company should you need to contact them after hours: First Student – 908-637-4232

Thank you for helping to make our dismissal run smoothly and for helping us keep our children safe.