

BUS TRANSPORTATION and STUDENT PICK UP POLICY:

BUS TRANSPORTATION:

1. Transportation will be provided to and from a student's primary residence. Alternative arrangements may be made only if ALL of the following criteria are met.
 - a. The alternative pickup or drop off location is already on an established bus route. The Learning Center will be an acceptable pick up and drop off location.
 - b. The pickup and or drop off location must remain the same each day throughout the entire school year, no exceptions.
 - c. If the request would place the student on a different bus other than the one assigned to them, enough space must exist on the bus desired to accommodate the request.
2. Every student will be assigned a seat on their designated bus.
3. Students will only be permitted to ride on their assigned bus and sit in their assigned seat.
4. Students will not be able to take other students on the bus with them either to school or home from school. Alternative arrangements will need to be the responsibility of the parents.

DISMISSAL PROCEDURES:

1. Students that are riding the buses will be dismissed first.
2. Students getting picked up by their parents will remain in the building until the buses pull out and will then be dismissed.
3. If you need to pick up your child at the end of the day please send a note with them to school in the morning. If not, you must call the office (815.223.2933) no later than **12:00PM (NOON)** to avoid any confusion at the end of the day.

When picking up children at the end of the day please follow the procedures below:

4. Pull forward along the yellow curbing in the WEST LOT until you have reached the furthest position available along the sidewalk.
5. Each vehicle needs to pull forward parking just behind the vehicle in front of them so that we can accommodate as many vehicles as possible. This will create a single line of cars extending from the west end of the lot near the trees to the start of the sidewalk near the school sign at the entrance of the lot. **PLEASE DO NOT GET OUT OF LINE UNTIL ALL STUDENTS HAVE BEEN DISMISSED AND HAVE SAFELY ENTERED THE VEHICLES.**
6. If the line in the WEST LOT is full, proceed to the EAST PARKING LOT and wait in a spot located in the center of the lot. We do not want vehicles hanging out on to 33rd road as it exposes you to the risk of getting hit by passing traffic.
7. Do not park vehicles in the spots in the WEST LOT including the handicapped spot as it results in students running out into the parking lot between the line of cars along the sidewalk. This poses a danger to the students.
8. If you need to get out of your vehicle for any reason, we ask that you park in the EAST LOT to avoid holding up the dismissal of others.