

## **TRANSPORTATION PROCEDURES**

### **BUS RIDERS**

The Robert Benjamin Wiley Community Charter School is happy to provide the service of bus transportation to our students. We contract this service with First Student who determines routes, pick-ups/drop-offs and guidelines of service. Please be aware that your child's pick-up/drop-off is determined by the home address which you have submitted to us. In order to insure the safety of all students, it is the policy of First Student that students must have the same a.m./p.m. stop, and that students may not ride a different bus with friends/family members. In addition, please be advised we support First Student's policy that kindergarten students will not be dropped off at the bus stop after school without an adult present. The kindergarten student will be taken back to the school and a parent will be responsible to pick the student up at the school. If a kindergartener has an older sibling on the bus with him/her, a parent is not required to be at the bus stop. This is the only exception to the policy.

In addition, if your child regularly rides a bus and you need to pick him/her up, **PLEASE send a note** to the teacher. Dismissal can get very confusing when children are unsure of how they are getting home. Please see below for time and place of car rider pick-up.

### **CAR RIDERS**

Car riders should enter through the back of the building at the cafeteria door from 7:30 a.m. until 7:50 a.m. Students arriving after 7:50 a.m. must enter through the front doors and sign in at the front office.

All car riders must be picked up on the north east side of the building at the Library Door ONLY. (The exit with the metal ramp that extends from the door) Staff members will dismiss students as we see parents arrive. To insure the safety of your student, car riders will not be dismissed through the front doors at regular dismissal time. We also ask that you DO NOT park or pick your child up in the back of the building. Buses begin arriving and parking at 2:20 in the back parking lot. For safety reasons, cars are not permitted to enter the back parking area beginning at 2:20. Please remember that dismissal for car riders is 2:50 p.m. and we greatly appreciate your promptness in picking up your student.

### **WALKERS**

Walkers must enter through the front doors beginning at 7:30 a.m. Students arriving after 7:50 a.m. will receive a tardy slip.

If you have any questions, please do not hesitate to contact the school at 461-9600.

\*In order to insure your child's safety, changes to dismissal cannot be made after 2:15 p.m.