

**MIDDLETON SCHOOL DISTRICT #134 POLICY
AND PROCEDURE MANUAL
SECTION 8000 – Non Instructional Operations**

KINDERGARTEN BUSES – TAKE HOME POLICIES.....POLICY 8048

The following policies and procedures are established to provide guidance and resources to the bus driver delivering kindergarten students to home or daycare.

1. Accounting for the kindergarten children on the a.m. drop-off bus.
 - a. The following bus office procedures are followed by the bus drivers:
 1. As the school year begins, the bus garage produces a comprehensive list of kindergarten routes, time schedules, bus stops and the names of children dropped off at each stop. To account for children, bus drivers check off the children on their list as they board the bus and refer to that list as children exit at their stop;
 2. The drivers keep this list up to date and continue this check off system as students board the bus until drivers automatically know all of the students and bus stops. Substitute kindergarten drivers should follow the above procedure throughout the year;
 3. It is the parent's responsibility to inform the school and bus office if transportation changes are needed. If a parent needs a change occasionally in the routine, it is the parent's responsibility to write a note to the teacher describing the needed changes and identifying the new adult who will meet the kindergarten child. Unanticipated, late changes in routine can be arranged by a phone call to the Primary School office. The office communicates these changes to each child's teacher. Notes are pinned to a kindergarten child if there are changes in the drop-off location or the adult who will meet the child.
 2. Transferring the kindergarten child from the bus to adult supervision:
 - a. Kindergarten students need to be transferred from the bus into adult care or the care of a designated sibling or family member. The expectation is that the authorized adult should wait for the child at the bus stop, or make themselves visible to the driver at the door, window or driveway of the home or daycare.
 - b. If a child is not met at the drop-off location, the bus driver should use the radio to call the bus office. The bus office should then call home or to the daycare to determine why there is no adult waiting. If the bus office is unable to make telephone contact, the supervisor needs to call the school for assistance and direction.

PARENTS AND DAYCARE PROVIDERS: PLEASE SIGN, TEAR OFF THIS BOTTOM SECTION AND RETURN TO YOUR CHILD'S TEACHER.

For my child's safety or the safety of the child in my care, I understand that I must meet the bus/or the person I designate, as it delivers _____ home or to daycare. If designating a sibling or other adult, that person's name is _____ and their relationship to my kindergarten child is _____.

Parent Signature

Date

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ADOPTED: 11/12/96
REVISED: 12/00

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