

CENTRAL ELEMENTARY SCHOOL BUS/ PICK-UP NOTE PROCEDURE

HOW TO SUBMIT A BUS OR PICK-UP NOTE TO THE SCHOOL.

- For the safety of all children bus changes/pick up changes will not be taken by telephone and walk-in pickups will not be permitted.
- This policy is a safety precaution for you and your child. If during the day you realize that your child's afternoon destination must change, you will need to bring a note to the school secretary to authorize the change. You can also fax a note to the school at 796-3103 or send an e-mail to central.busnotes@lewis.kyschools.us. All changes must be documented with a written note from the parent/guardian. We will not accept any changes after 1:30 p.m.
- For your convenience we have provided parent bus notes for your child. Please fill in the blanks with the appropriate and complete information and return it to school if there is a change.
- All bus notes sent in by parents will be sent to the office where an official **YELLOW BUS NOTE OR PINK PICK-UP NOTE** will be written.

Please remember – teachers do not write bus notes or pick up notes. The office staff writes these notes. We must have complete information on each note. The office staff may not be familiar with your child. Please don't assume they know where you live – always include complete information. A child will not be placed on a school bus without proper documentation from the parent.

- When you are writing a bus note for your child the following information must be included
 - ✓ **Date(s) Child Will Be Riding The Bus**
 - ✓ **Child's Name**
 - ✓ **Child's Teacher's Name & Grade**
 - ✓ **Name & Address Of Your Child's Destination**
 - ✓ **Phone Number Where You Can Be Reached That Day**
 - ✓ **Parent/Guardian's Signature**
- When a child comes to school without a bus note, every effort will be made to contact the parent. If a parent cannot be contacted, the child will be sent home on their regular bus established at the beginning of the school year. We do not take the word of a student as to where they are going after school. It is the responsibility of the parent to authorize all transportation arrangements.
- Your child's safety is our top priority. Your cooperation with the above procedure is greatly appreciated.

**CENTRAL ELEMENTARY
BUS\ PICK UP NOTE FROM PARENT**

Teacher _____ Date _____

My Child _____

Needs to ride bus _____ to _____
Name _____
Bus No. (If known) _____

Name & address of destination

Boys and Girls Club

Car Rider _____
Name of person picking up child _____

Pick Up Number _____

Stay for ___STLP ___Scouts ___Other

I can be reached at _____
Phone number _____

Signature of parent/guardian

Check here if this is a permanent note.

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Name _____
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Car Rider _____
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Signature of parent/guardian

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Stay for ___STLP ___Scouts ___Other

I can be reached at _____
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Signature of parent/guardian

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