



Extraordinary Education for the price of Ordinary Child Care

## **School Age Bus Policy - EARLY BEGINNINGS**

In the morning, school age children will gather up back packs, lunches and put coats on inside the building. Children will wait in corridor while waiting for the bus. When bus is approaching the bus stop the children will follow teacher out the door. Students will remain on the sidewalk.

Children should not cross the parking lot unattended or be allowed to wait on sidewalk near the road. If children are waiting outside, it needs to be on the sidewalk in front of the building no further than the tree.

The teacher will then sign the students out on the attendance log.

When all children are seated and the bus pulls away the teacher will return to the school.

When the bus arrives at the end of the day a Teacher will meet the bus, greet students and send them across the parking lot to the teacher waiting at the door. The teacher at the door will sign students in on the attendance record. If a student that should be on the bus is absent or missing (without notification) the teacher is to call the parent to determine where the child is. If the student is left at the public school it is the parent's responsibility to retrieve them, not the staff of PSA.

This policy also covers the noon time Kindergarten bus routes.

Birch Grove Elementary School 860-870-6750

Tolland Intermediate School-860-870-6885

First Student Bus Company 860-875-6378

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