June 2021

Dear Parents/Guardians of Students in Grades **Pre-primary, Primary, One and Two**:

Re: Meeting Your Child at the Bus Stop at the End of the School Day

The South Shore Regional Centre for Education is responsible for the safe transportation of eligible students to and from the school within the school catchment area in which they reside. As a parent/guardian, you play an important part in safe school transportation by making sure your child gets to and from their bus stop safely. This is outlined in the September 1, 2020 Provincial "School Transportation Policy".

Article 5.0.2 states, "Parents/guardians are responsible for ensuring their child(ren) get to and from school and/or for ensuring the safety of their child(ren) while they are at the bus stop."

Article 5.4.2 states, "Students must be at the designated bus stop a minimum of five minutes before their scheduled pick up time. The bus driver is not required to wait for a student that is not at the bus stop by the scheduled pick-up time."

Article 6 states that it is the responsibility of the parent(s)/guardians(s) to "ensure all pre-primary through grade 2 students are supervised by parents/guardians, or an individual designated by the parent/guardian, until the bus arrives in the morning and are there to greet the student in the afternoon."

This means that a Pre-primary, Primary, Grade One or Grade Two child must have someone to meet them at their after-school bus stop. If you or an adult you trust are not present at your child's bus stop at the end of the school day, the bus will take your child back to school. The school will then call you to arrange for transportation home. This is important every school day, including early dismissal days.

If necessary, you have the option of identifying an older student (sibling or friend) as the person who will either meet your child at their after-school bus stop or disembark with them. As well, please remember, once your child has met you or the designated person at the bus stop, it is your responsibility to make sure your child arrives home safely.

The SSRCE Transportation Division must review and approve the request before changes take effect. The school and appropriate bus garage will be notified of the decision.

Thank you for working with us to ensure safe and efficient school bus transportation for students.

Sincerely,

Denise Crouse
Coordinator of Transportation

PP – 2 Student Discharge Guideline

STUDENT TRANSPORTATION DISCHARGE REQUEST FORM

Please complete this request *only* if your child(ren) is grade PP-2 and is to get off the afternoon bus with a student who is in grade 3 or above (a sibling or other student) and is not being met at the bus stop by an adult. **Note:** If your child is met at the bus stop by an **adult** this form is not required; please notify the school and bus driver directly of any special instructions regarding who may or may not meet your child at their bus stop.

Please print clearly and sign where indicated.

School: _____   Afternoon Bus Route #: _____

A.   Student(s) and Parent/Guardian Information

Student's Name: _____   Grade: _____

Student's Name: _____   Grade: _____

I, _____ (Parent/Guardian) give permission to the South Shore Regional Centre for Education to discharge the above-named student(s) when their parent/guardian (or adult designate) is not present by allowing the student(s) to discharge with a designated student who is grade 3 or above.

B.   Designated Student

Designated Student's Name: _____   Grade: _____   Sibling: Yes ☐   No ☐

If the designated student is not a sibling, we require permission from the designated student's parent or guardian:

I, _____ (designated student's parent/guardian) give _____ (designated student) permission to discharge with the above-named student(s) (Section A) at the bus stop.

_____   _____
Signature   Date

C.   Signature

By signing below you declare that you submit the above request and understand that you are ultimately responsible for ensuring your student gets home safely from the bus stop.

_____   _____
Parent/Guardian Signature   Date

Email completed form to the Transportation Division at sbrosha@ssrce.ca. This request must have the approval of the Coordinator of Transportation before implementation.

D.   Approval

Approved ☐   Not Approved ☐   _____   _____
                                                                          Signature   Date