

Transportation Schedule / Dismissal Procedures

Dear Parents/Guardians,

It's time to update your transportation schedules for each child. Please be aware throughout the school year that all transportation correspondence should go to the classroom teacher. **If you have a transportation change, please send a note in the morning with your child. We will not authorize any changes without a signed note, a fax, or email from the parent/guardian. Please make every effort to determine your child's after school transportation needs before school so that a note may be sent directly to the teacher.** Due to unforeseen circumstances, changes will be accepted through the office by email at asmith@tcoek12.org or fax (623-3412). Do not assume the change has been received by email unless a return email is sent. Destination changes by phone will not be accepted.

When picking up your K-3rd child from school at the 2:30 dismissal, please wait outside the front gate by 2:25. For 4th-8th grade dismissal, please wait outside the front gate by 3:20. This will allow teachers to walk students to the bus while making sure that all pick-up students are met by an authorized person. Authorized pick-up lists will need to be updated each school year for both the after school program as well as the regular classroom day.

All notes should include:

1. Date
2. Child's name
3. Bus Stop / ASES (after school program) / School Pick-up
4. Person picking up your child at school or bus stop
5. Indicate if note is date specific or a long-term change
6. Parent signature

Please write your transportation schedule for your student(s) below so your child's teacher can make sure your schedule is on file. If your schedule changes frequently, please write a default location you'd like your child to go in the event a note is not sent to school. Thanks!

STUDENT NAME: _____

GRADE: _____

Monday

PICKUP (no ASES)

After School Program

2:30 BUS 3:25 BUS
W/STOP LOCATION

Tuesday

PICKUP (no ASES)

After School Program

2:30 BUS 3:25 BUS
W/STOP LOCATION

Wednesday

PICKUP (no ASES)

After School Program

2:30 BUS 3:25 BUS
W/STOP LOCATION

Early Release-Wednesday

PICKUP (no ASES)

After School Program

1:35 BUS
W/STOP LOCATION

Thursday

PICKUP (no ASES)

After School Program

2:30 BUS 3:25 BUS
W/STOP LOCATION

Friday

PICKUP (no ASES)

After School Program

2:30 BUS 3:25 BUS
W/STOP LOCATION