



# MARANACOOK AREA SCHOOLS

*A Caring School Community Dedicated to Excellence*

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Dear Parents,

This letter is intended for parents whose child is transported to and from school using our school buses. As a parent, you are aware you need to complete a bus note if there is a change in location for drop off.

To ensure the safety of your child as well as an effort to improve communication, and establish consistency in our procedures, we would ask you to abide by the following guidelines if there is a change in location for your child after-school:

- 1) Please complete a separate bus plan slip for each week. Multiple dates over many weeks on one bus plan can add confusion to the dismissal process. The bus plan can be obtained at the main office or on your elementary school's website for your convenience.
- 2) When completing a bus plan, include the following information: date, student's first and last name, address, phone number of the new location and your signature.
- 3) We will no longer accept phone calls **after 1:45 pm** indicating a change in after-school arrangements unless it is an absolute emergency, which is defined as a situation that poses an immediate risk to health, life, property, or environment.
- 4) Due to the capacity of our buses, we cannot drop your child at an alternative location not on the stated bus route.
- 5) For any elementary student whose parent is not at the drop off location, the child will be brought back to the individual elementary school or the bus garage. Parent will be notified.

If your child takes the bus to and from school or goes to the same daycare provider, you only need to fill one bus plan for the entire school year. **The safety of your child is our top priority. These changes listed in this letter will begin October 1, 2018.** Thank you for your cooperation.

Sincerely,

Blenny Butterfield  
RSU #38 Transportation Supervisor

Jeff Boston  
Principal of Readfield Elementary

Janet Delmar  
Principal of Wayne/Mount Vernon Elementary

Abbie Hartford  
Principal of Manchester Elementary