



Randolph County Schools

"Purpose, Pride, and Perspective"

40 ELEVENTH STREET, ELKINS, WV 26241
Telephone (304) 636-9150 Fax (304) 636-9157

Dear Parents,

Below you will find the Administrative Guidelines for the transportation of Pre-K and Kindergarten students by Randolph County schools transportation department. Please read over and complete the bottom portion, and return this form to your child's teacher.

- Children will sit in the first three rows of the bus
- Children will sit with age appropriate peers
- Someone, other than the bus driver, will be available at the school to assist the child on and off the bus
- If a parent/guardian is unable to meet the bus, there shall be a person designated by the parent/guardian to assist the child on the bus in the morning and off the bus in the afternoon. This designated person must be at least 15 years of age.
- Students who are being dropped off at a child care center must be met by a responsible adult representing the child care center. If an adult representative does not meet the bus, the student will be transported to the Randolph County Board of Education at 40 Eleventh Street or the school of origination.
- If your child is going to be absent, you must contact the school within one hour of the beginning of the school day. If you do not contact the school, a staff person will follow up with you within the first hour.

If the parent or designee is not at the drop off site, the bus driver will contact the school and return the child to the school. If a staff member is not at school, the driver will contact the transportation department at the Randolph County Board of Education who will contact the family. If the family can not be reached, the child will be brought to the Randolph County BOE to wait for family pick up.

School _____

We, the parents/guardian of _____ will meet the bus daily.

I _____ parent of _____ a Pre- K/ Kindergarten student who rides afternoon bus number _____, do hereby authorize the following designated person(s) to meet my child's bus in the afternoon and retrieve my child from the bus (parents need not be listed).

Any health issues: _____

Signature

Date