



We do not accept phone calls from parents/guardians in order to make daily bus transportation and daily parent pick up changes for your child/children at Pine Street School!

Any bus arrangements that differ from your child's current bus destination must be covered in a written note to our school! **The note must include exact information about where your child is to be dropped off!** **Include on all transportation written notes: the date, your child's classroom teacher's name, your child's name, the physical address and the name of the person residing at that address, and parent signature.** The note needs to be placed in your child's school folder and given to the classroom teacher. If you want to make sure we have received the note, we certainly encourage you to do a **follow- up phone call prior to 12:30 p.m.**

If you do not want to have your child take the regular scheduled bus because you want to pick up your child on any given day, then you must also provide the school with a written note as described above.

We hope you understand that this is another measure to help ensure the safety of your child! Since it is impossible to recognize every person's voice on the telephone, these written notes will provide us with necessary documentation when making all transportation changes! Please plan ahead in order to make this process successful for you and your child!

We truly appreciate your understanding and cooperation in this matter.

Sincerely

Mrs. Loretta J. Clark, Principal

Forgot to send the note: Then you may also fax a note to us no later than 12:30 p.m. at Pine Street at: 768-3446. If you send an email, then send it prior to 12:30 p.m. to **thibodeaul@sad1.org AND clarkl@sad1.org AND also your child's classroom teacher.** Sometimes a staff person is absent or in a meeting and by sending an email to multiple people this should ensure that we do get your email in a timely fashion. Thank you.

Pine Street Office hours are 7:30 a.m. to 3:30 p.m.

