



Little River Elementary School

Transportation Change / After School Change

2020-2021

All transportation changes must be received in writing before 1:00 pm.

Make sure the notification is signed and dated. School Fax 770-928-7180

Today's Date: _____ Time: _____ AM/PM (circle one)

Student's Name: _____ Grade: _____

Homeroom Teacher: _____

Transportation Change:

My child will be going home by (check ONE below):

_____ Car Please make sure you have your car rider tags hanging in your car for pick up.

_____ Bus Indicate Bus # _____ Notes: _____

_____ ASP My child will be staying in the After-School Program today. I understand that it will be a \$14 fee if this change is after 10:00am.



(Parent's Signature)

Transportation Changes

In order to ensure the safety of our students, it is of utmost importance to pre-determine where our students need to go **PRIOR** to the end of the day. Please read the following Policy for Transportation Changes for Little River Elementary

If a student will be riding a bus temporarily, or going home in a different manner than usual, the parent must complete the designated dismissal/transportation form (may be obtained from office or teacher or on our website). In the event that a student does not have the dismissal change form from a parent specifying the change in transportation, the student will be sent home by the usual mode of transportation. **Students will not be permitted to ride a different bus at any time.** Buses are either at capacity or close to capacity. Students may ride their assigned bus and get off at a different stop, if requested. When a student is getting off a different bus stop with a friend, each student's parent must complete the dismissal form for this change to be approved.

Transportation changes are discouraged for many reasons. However, if an emergency occurs, and you need to notify the school office of a transportation change after the school day is underway, please **phone and fax** that request by 1:00 p.m. to ensure student notification. Our school's fax number is 770-928-7180. **Emailed transportation changes will not be accepted.** Teachers may not be able to check their email before dismissal or could be absent that day. If staff is unsure of a student's transportation, the student may be placed in ASP for a "drop in" fee to guarantee student safety.

- Make certain your child knows how he or she is getting home prior to coming to school in the morning.
- The teacher has set a procedure in place for you to mark whether your child is BUS, CAR RIDER or ASP (After School Program). Please follow this procedure.
- Transportation Changes are discouraged for many reasons. However, if an emergency occurs, there will be a \$14 ASP charge if the change is after 10:00am. Please supply a written notification of this change to the school by 1:00 p.m.
- If your student is BUS for the first time, they will be issued a 'bus pass' to ride the bus home.
- If your child is to go home any way other than what he normally does, he or she must bring a dated, written notice with signature from home to the teacher or you can fax one or you may bring one into the office prior to 1:00 p.m.
- Email transportation changes will not be accepted.
- ASP tuition is **\$10** per day and must be pre-paid. Money or notification of participation received after the designated time/weekday will cause the student to be considered as a **drop-in** and parents will be charged **\$14** for that day. If your child is not scheduled for ASP before 10 am, he/she will be considered a drop-in.
- Official "Transportation Change Forms" are available in the office and on our LRES Website under the 'Forms' tab.
- Contact Aimee Russ (ASP Bookkeeper) if you have any questions pertaining to ASP.
- Aimee.Russ@cherokee.k12.ga.us 770-721-5938 (business hours 7:00 am-12:00pm)