



CENTRAL SCHOOL DISTRICT



**P.O. Box AA • MILLBROOK, NEW YORK 12545**

**SUPERINTENDENT OF SCHOOLS 845-677-4200**  
**BUSINESS ADMINISTRATOR 845-677-4201**  
**PUPIL PERSONNEL SERVICES 845-677-4215**  
**DISTRICT CLERK 845-677-4200**

**ELM DRIVE ELEMENTARY 845-677-4225**  
**ALDEN PLACE ELEMENTARY 845-677-4220**  
**MILLBROOK MIDDLE SCHOOL 845-677-4210**  
**MILLBROOK HIGH SCHOOL 845-677-2510**

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**OFFICE OF THE SUPERINTENDENT**

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August 2022

Dear Elementary School Parents and Guardians:

In order to provide a safe and consistent environment when we transport students to and from school each day, the safety of your child(ren) is always our primary concern. We know that consistent transportation procedures prevent any unpleasant experiences for yourself and your child, as well as for the staff at the school district and the bus company. In order to support this safety goal, the district will adhere to the following procedure:

- Each morning your child will be picked up from the same location. Usually this location is your home. However, if you request a pickup from other than your home, a day care center or babysitter for example, this new location must be the same location five days per week.
- The morning pickup location does not have to be the same as the afternoon's drop off location. However, the same procedure applies as in the morning---that is you must choose the same location five days per week.

In order to arrange for morning and/or afternoon transportation, from a location other than from your home, you must contact the District Office to complete a childcare request form.

Because we contract for transportation service in our school district, with this letter you will find the procedures that we would use in the event of a bus accident.

Although we develop a plan for emergencies, we organize and train so as to prevent accidents. Our plan is provided for your review so you can be aware of the protocols that we would employ should an accident occur.

Should you have any questions, please contact me at the District Offices.

Sincerely,

Caroline Hernandez-Pidala  
Interim Superintendent of Schools

*Bus Transportation Information - Elementary*