

BRISTOL WARREN REGIONAL SCHOOL DISTRICT

235 HIGH STREET, 2nd FLOOR, BRISTOL RI 02809

WWW.BWRSD.ORG (401) 253-4000

Frank M. Caliri
Director of Facilities

August 25, 2023

Dear Hugh Cole Parents,


First, on behalf of the Bristol Warren School District I would like to thank you for complying with the traffic pattern that was developed previously and used over the course of COVID. While I realize this may have been an inconvenience for some of you, it allowed us to keep both our children and families safe. However, we had not anticipated the amount of damage caused to the Maintenance road that proceeds around the rear of the school. Now that the Pandemic protocols are no longer necessary, we need to return to a more normalized traffic pattern for the Drop off and Pick up of our students. This will allow us to limit further impact and to repair the roadway that was heavily damaged due to the extraordinary use and weight applied to it.

As you will see in the enclosed packet, the new pattern will restrict driving access to the main parking lot for service. Parents will proceed in a "S" formation through the parking lot to the drop off area in front of the main building. The road will be separated into a "Drop Off/ Pick up Lane" and a "Travel Lane". We ask that Students are only dropped or picked up in this marked lane. This will allow for traffic to be free flowing in the other. Only 5th grade students will Drop Off/ Pick up in the "D" loop. After Dropping off or Picking up please proceed straight to the exit turning right at the intersection with Asylum Rd. At pick up in the afternoon all families will follow the same process while adhering to the designated pickup spots for each individual Grade. This change will go into effect on September 6th of this year.

For those families who do not wish to participate in the new Drop off/Pick up pattern, and would like to have their student(s) return to a bus schedule; I am including a Transportation Request form with this packet. Your child will have to be re-registered for bus service to be scheduled onto the busses for drop off and pick up. Buses will also have a new route so as not to interfere with individual automobile procedure.

Once again I'd like to thank you all for the cooperation and compliance that you have demonstrated in the past few years. These changes will allow us to provide a safer environment and facilities for our children. Your cooperation in this matter is greatly appreciated.

Respectfully,



Frank M. Caliri
Director of Facilities

Bristol Warren Regional School District

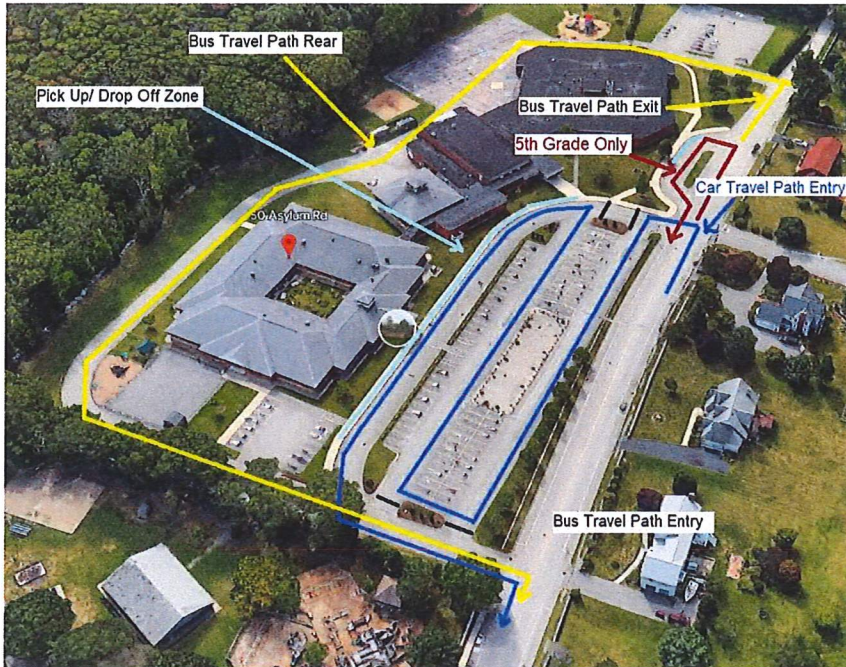
Hugh Cole Arrival and Dismissal

2023-2024

Arrival and Dismissal Procedure

8:05 - 8:15 Bus and Car Rider Drop Off

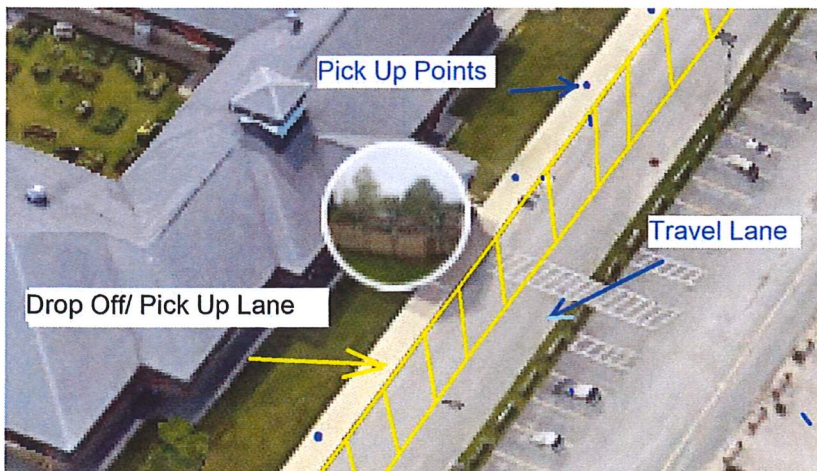
8:20 School Day Begins! Students are expected to be in class ready to learn by this time.



1. Back of School Closed to Buses Only (Yellow)
2. Parental cars will proceed in Main Parking (Blue)
3. Please note that 5th Grade parents Only will utilize the "D" Loop as shown (Red)
4. Drop Off/ Pick up For Parental Cars occurs only at Sidewalk area in Drop Off/ Pick Up Zone(Marked) (Light Blue)

Car Rider Arrival

- All parents driving to school must utilize the Main Parking Lot in the front of the school in an "S" travel formation. This will be Identified and Marked.
- Parents will Drop Off ONLY in the designated area (Marked in yellow):



- Students will enter the building at their designated grade/room level doors and go directly to class. K-2 through the Main Entrance, And 3-5 through MVQ (Original) entrance
- For students choosing breakfast, it will be eaten in the classroom.

Walker Arrival

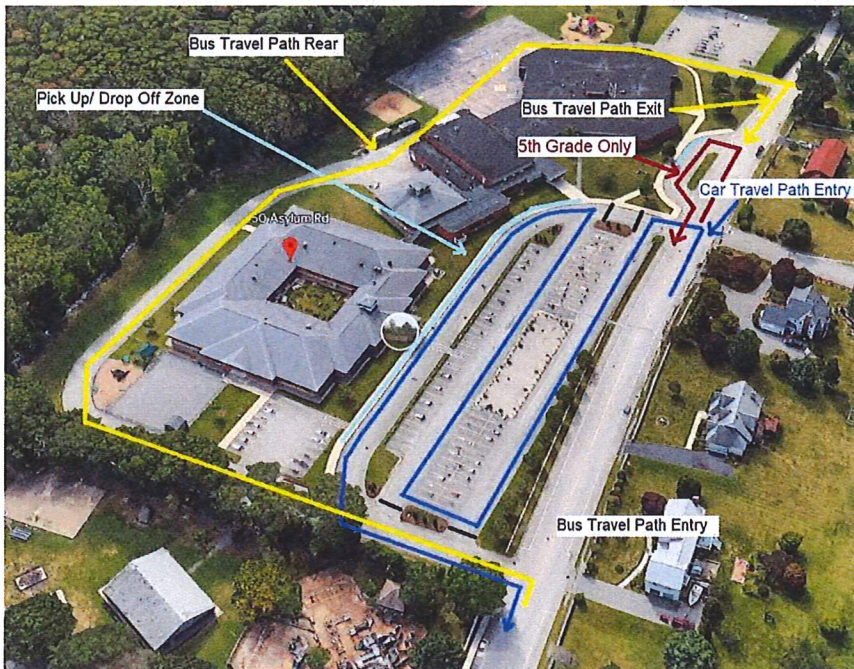
- For students living in walking distance who walk to school
 - PK-2 students will enter the main doors
 - 3-5 students will enter the doors by the MVQ building (Original School)

Bus Arrival

- Students will enter the building at their designated grade area and go directly to class

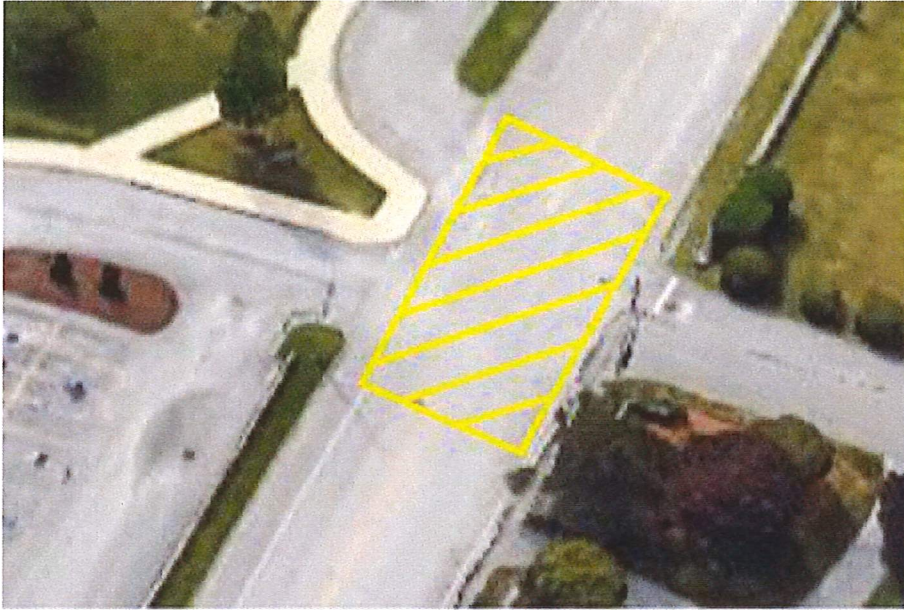
Dismissal

2:45 - Car riders

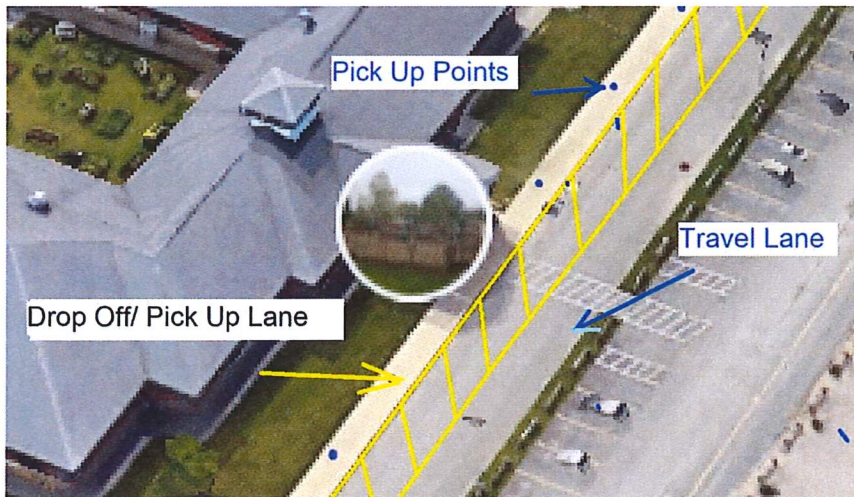


5. Back of School Closed to Buses Only (Yellow)
6. Parental cars will proceed in Main Parking (Blue)
7. Please note that 5th Grade parents Only will utilize the "D" Loop as shown (Red)
8. Drop Of Pick up For Parental Cars occurs only at Sidewalk area in Drop Off/ Pick Up Zone(Marked) at designated areas for Grades (Light Blue)

- Cars will enter the parking lot as designated in drop off procedure.
- We Ask that Parents be respectful of other drivers and please do not block the Entry Box.



- Staff will have clearly marked designated pickup areas by grade and will have lists of approved pickups. Car riders must have their ID ready to show to staff at pick up at the grade level pick up zone.



2:45 - Walker Dismissal

- For students living in walking distance who walk to school
 - K-2 students will exit the main doors
 - 3-5 students will exit the doors by the MVQ building (Original School)

2:45 - Bus Dismissal

- Students will be escorted to their bus lines
- Bus lines will be called by staff and exit to buses

INSTRUCTIONS/CONDITIONS FOR CHILD CARE TRANSPORTATION

- **COMPLETE THIS TRANSPORTATION FORM FOR EACH STUDENT (WHETHER RIDING THE BUS OR NOT) WHO IS NEW TO THE DISTRICT, STARTING KINDERGARTEN, OR ATTENDING A CHILD CARE PROGRAM (INCLUDING COZ), OR IF YOU ARE MAKING ANY CHANGES TO CHILDCARE.**
- **CHILD OPPORTUNITY ZONE (COZ) CHILDCARE:**
 1. If you plan to send your child/children to the school district sponsored COZ Before & After School Child Care program, **please call 245-1460 x 8077 for more information regarding fees or to request an application.** Programs are held at all four district elementary schools: Colt Andrews, Hugh Cole, Guiteras, and Rockwell with the morning programs opening at 7 AM and the after school programs closing at 6 PM. Parents have the flexibility of choosing almost any combination of care, but are responsible for transporting their child to the site before school and for picking them up from the site after school. At the time of enrollment, parents/guardians will be given a "Child Care Transportation Request Form" as part of their enrollment packet.
 2. If a student does not attend the COZ program for 5 consecutive days than the day they do not attend they must be picked up by an adult. They will not be bussed to their home on the days they do not attend COZ.
 3. It is the parent's responsibility to notify their child's teacher and COZ of any changes made to their schedule.
- **STUDENTS ENROLLED IN ANY (OTHER THAN COZ) CHILD CARE SERVICES:**
 1. **Students will ONLY BE BUSED** to and/or from childcare services within his/her designated school attendance area.
 2. **Busing requests MUST be for five days a week.** Changes that require a student to ride a different bus than he/she would ride from home will only be approved if the change is for five days a week.
 3. **In order to initiate a transportation request or change,** parents/guardians must fill in a "Transportation Form" (available at child's school) and return it to their child's school. The attending school will forward the form to the transportation company which, after ascertaining that there is no scheduling conflict; will forward the form to the Superintendent's office for final approval. The Superintendent's office will notify the student's school, parent/guardian, and the transportation company of approval or denial of the request.
 4. **All information required on the form must be completed before the request will be processed.**
 5. **Plan ahead!** Only bus stop requests that are received and approved prior to August 7th will be processed and in place when school opens.
 6. **Requests for transportation changes during the school year (October through June)** usually require at least three days to fulfill, will be limited to a resident's address/bus stop **and** to the following restrictions:
 - a. The request will not cause a student overload on the bus in question.
 - b. The request will not cause additional time to accrue to a bus run.
 - c. The request will not cause additional mileage to accrue to the bus in question.
 - d. The request will not cause the rescheduling of a bus route or the addition of bus stops to the bus in question.
 - e. The request will not cause a student to be bused to/from a location outside his/her designated school attendance area.

PLEASE CALL EILEEN CINIGLIO AT 253-4000 X 5122 IF YOU HAVE ANY TRANSPORTATION QUESTIONS.

Transportation Form

District Policy: 1 Student, 1 Seat, 1 Bus.

For the safety of your child, they will be transported to one location 5 days per week.

District Policy: Kindergarten & 1st Grade Students - A responsible adult must meet the bus at the bus stop.

For the safety of your child a parent or an assigned, responsible adult must meet the bus, or the student will not be dropped off.

District Policy: All bus transportation is provided to and from the student's home address unless Section 3 of this form is filled out & approved by Administration.

IMPORTANT: There will be a 3 day waiting period for Forms received after the start of school.

☐ New

☐ Change

☐ Transfer

SECTION 1: (Fill out for each student.)

Student ID# _____

Child's Name: _____ Parent Name: _____

Street Address: _____ Town: _____ Old Address: _____

Child's School: _____ Grade: _____ Old School: _____

Telephone Numbers: Home: _____ Work: _____ Cell: _____

Emergency Contact: _____ Home: _____ Cell: _____

SECTION 2: (Fill out only if using busing to/from home address and/or driving your child.)

| MORNING TRANSPORTATION | AFTERNOON TRANSPORTATION |
|--|---|
| <input type="checkbox"/> My child will take the bus to school from the above address. | <input type="checkbox"/> My child will take the bus to the above address after school. |
| <input type="checkbox"/> I will drive my child to school | <input type="checkbox"/> I will pick up my child after school |

SECTION 3: (Fill out if needing an alternate [home or childcare] address within your school attendance area.)

My child will be needing transportation from the closest bus stop to this address:

☐ Before School only
 ☐ After School only
 ☐ Before and After School

Contact Name: _____ Contact Telephone# _____

Street: _____ Town: _____

* Children will not be picked up or dropped off at a business location

SECTION 4: (Fill out if using COZ – a fee based, district sponsored child care program; check all that apply.)

☐ I have registered or will be registering my child with COZ – before school care.

☐ I have registered or will be registering my child with COZ – after school care.

***Parent is responsible for registering with COZ by calling the COZ Office @ 245-1460 ext. 8077.**

***Parent is responsible for transportation to/from COZ**

SECTION 5:

Parent/Guardian Signature

Date

New Bus #

New Time:

New Bus Stop:

Start Date: