

August 14, 2024

Dear Parents, Guardians, Students, and Staff:

It is my hope you all had a wonderful summer and had the opportunity to recharge and spend time with your families. The transportation staff is very excited to meet new faces and greet returning students.

First Day of School is on **August 29, 2024 for Pre K - Grade 9**

(Grades 10-12 August 30,2024)

I wanted to take a moment to touch upon our department's procedures. It is my hope that with open communication we can all work together to have a safe and successful school year together.

Requesting Changes In Your Students Transportation Arrangements

We will carry over your transportation arrangements from the prior year unless you tell us of a change.

All requests for transportation changes need to be made by sending an email to the office of your child's school.

- Your transportation request will then be sent to the transportation department by the school to be processed. The transportation department will process all change requests in the order that they are received and will be **filled within 72 hours** of your request.
- Changes and requests submitted to the school offices on **Mondays and Tuesdays will be ready to begin on the Wednesday of that week.**
- Changes and requests submitted to the school offices on **Wednesdays, Thursdays, and Fridays will be ready to begin the following Monday.**
- Our waiting period allows the transportation department time to prepare our staff for changes to ensure that there is time for clear communication and that your student is transported safely to the correct new location.

- We do understand that emergencies arise, in this case please reach out to the transportation office directly and we will try our best to accommodate your emergency request.

Safety

- To keep all students safe and accounted for in an emergency, it is our practice **not to allow** students to ride other routes for any reason. Bus Boarding Passes will be granted for extenuating circumstances on a case-by-case basis with approval from the transportation supervisor.
- **For all students who need an alternate stop for daycare purposes we do allow for one extra address beside your residence for pick up or drop off within the town of Killingly. The student's daycare schedule would need to be consistent each week.**
- **Parents or Guardians are required to be present at pick up and drop off for students attending Pre-K through 3rd Grade.** If you plan on having someone pick up your student, that person needs to be on the approved list of people on your student's power school file. We will not release your student to anyone other than the authorized persons on your student's file. It is also helpful when it is going to be someone out of the ordinary to email the transportation supervisor to alert them as to who should be receiving your child.
- If you are not present when the bus arrives with your student (**Pre-K through 3rd Grade**), the bus will continue their assigned route while the transportation office attempts to contact the student's family. If contact is made with the family the bus will return to the students assigned stop when they have completed their route. **If the transportation office staff is not able to contact the student's family, the bus will return the student to the school in which they attend.**
- Students in **Grades 4 through 12 will be allowed to get off the bus without a parent present.** If you would not like your student to be let off the bus without an adult there to meet them, please email the transportation supervisor to make such arrangements.

- Please have your child **waiting at the bus stop ten minutes prior** to the bus route's scheduled pick-up time. The drivers will continue the route if they do not see your child outside waiting for the bus.
- ***Please note that we utilize Route Numbers. The assigned route number signs will be posted by the door on the side of the bus.***

We ask for your patience during the first couple weeks of the 2023-2024 school year as there may be delays. We want to ensure that everyone gets to and from school safely. Any questions or concerns should be directed to the transportation supervisor at jboulanger@killinglyschools.org. I want to personally thank you for your help in making this year a success, and I look forward to working with you and your students over the coming school year!

All my best,

JB, KPS Transportation Supervisor