Rutland City Public Schools

6 Church Street
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rcpsvt.org

# Tapestry & EPIC Program Busing Procedures

The safety of your children is the first priority of the Tapestry & EPIC Program staff and the Rutland City Public School bus drivers. Please refer to this sheet for important procedures and tips to ensure prompt and safe delivery of your child(ren) home each day.

Each Tapestry program is a state-licensed *Afterschool Child Care* site and must follow the applicable regulations. For example, when a child is transported home by the Tapestry program, visual contact with the receiving adult is required when releasing children to parents or designated persons listed on the enrollment form. **It is extremely important that an adult is at the bus stop. We will not drop off a child without a designated adult.**

**When:** During the school year, transportation is provided home from the program at the end of the day, generally departing the RIS site at 4:55pm, and NWS or NES, respectively at 5:25pm. You will be provided a route list with anticipated drop-off times; this is a best estimate of when to expect the bus at your location. Please arrive at least ten (10) minutes in advance of the expected time, and remain until your child departs the bus.

**Location of drop-off:** Children are delivered to the addresses on the bus route, which has been designed based on the home addresses of registered participants. There are some situations where this may have to be adjusted, such as:

- If the bus is unable to go down your street due to size or turnaround concerns, you will have to walk to the nearest corner.
- If you live on Rte. 4 (Woodstock Ave. / West St.) or Rte. 7 (Main Street), please be advised that the bus cannot stop on the major highway; therefore, you will be assigned a corner stop where you will receive your child each day.

**Who:** Each child ***must*** be received off the bus by an authorized adult (someone with written permission on file with Tapestry). The personnel on the bus will verify that the adult is present as the child(ren) are let off the bus. Please make certain the staff and/or driver on the bus can see you, or your authorized adult.

***If you have questions or concerns during busing hours (generally 5:00-6:30pm), please call your program site or RIS Tapestry.***

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|---|---|---|---|
| ***Northeast*** | ***779-7405*** | ***RIS*** | ***779-7464*** |
| ***Northwest*** | ***779-7581*** | ***EPIC*** | ***779-1309*** |

***RIS Tapestry has direct contact with the buses at all times.***

- Please do not call your child's school. School staff are not available at this time of day.

**What happens when a designated adult is not at the bus stop?**

- The driver will call the program site to advise of the situation.
- Tapestry & EPIC staff will first call you/your home to alert you that the bus is there.
- If there is no answer to the first call, the staff begins calling each emergency contact you have provided us. Whichever person is reached will be instructed to meet the child at the bus, if they are close by, or to pick up your child at the RIS Tapestry site at the conclusion of the route.
- If no authorized person is available to come to pick up your child at the RIS program site within an hour after the bus route is completed, Tapestry & EPIC staff will contact Rutland City Police for their assistance to ensure the safety of your child.

Please be sure to provide correct, working phone numbers for each of the emergency contacts you provide, and keep your phone number up-to-date with our office. We strongly suggest that you identify a next-door neighbor who can get your child off the bus, in case you are unavailable at some time.

**What are the bus rider behavior expectations?**

The same expectations and rules apply for the Tapestry & EPIC transportation home as for the school day. Details can be found in your Rutland City Public School parent handbook. When a student is not following the rules and expectations, the following steps occur:

- 1st offense will result in a verbal warning from the bus driver
- 2nd offense will be followed by a write-up by the bus driver and a letter is sent home to parent from the Tapestry & EPIC office
- 3rd offense will be followed with a write-up that will require a 5-day suspension from the bus. A letter will be sent home to parent from the Tapestry & EPIC office. The receipt of the letter starts the week of suspension.
- 4th offense will be a write-up by the bus driver. This will mean that the child is no longer allowed to ride the bus. A letter will be sent to parent from the Tapestry & EPIC office. The dismissal of privileges to ride the bus starts the day of the receipt of the letter.

At the beginning of each session, school year or summer, please be patient in the first few weeks as routes are developed and the drivers become familiar with the routes and the children. Also, remember that as the fall progresses, daylight shortens and the door-to-door routes can take a little longer. Other factors that can influence the timing of the drop each day include:

- There is a different bus driver and aide(s) on the bus almost every day.
- When new children enroll in the program, routes are adjusted, and drop-off times may change.
- The number of children attending the program varies daily, so the route timing shifts accordingly.

Thank you for your assistance in ensuring your child has a successful end to their day.