



PACT for West Central Illinois
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Beardstown IL, 62618
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Dear Parents,

You are receiving this letter because your child is riding the school bus.

I wanted to remind you of some information as the school year has started. To make everyone's job easier please follow these guidelines.

Have your child ready to load the bus **ten minutes before** the bus is scheduled to be there to pick them up. The bus may come early because a child before your pickup time may not be riding or a change in regular route, **it is always a good idea to be ready a little early.**

1. Be available at least **ten minutes** before for your child is to be dropped off at home, as sometimes the bus might be running behind/ahead of schedule for the following reasons; bad roads/weather, children not loaded/unloaded on time, children not ready to leave the center, train, a change in regular route plans, road construction, less children riding the bus, or early dismissal.
2. **Be sure to walk your child to the bus to be picked up. Please walk to the bus to pick up your child from the bus.** This is for your child's safety.
3. Make sure on drop off **you are visible to the driver**, this is to acknowledge that you are aware that your child is being dropped off. We will be unable to leave your child at drop off unless you have acknowledged your presence to the driver. **We prefer you walk to the bus to pick up your child off bus.** This is for your child's safety.

4. If your child attends daycare and is being picked up or dropped off there, make sure you have informed your provider of the bus information.
5. If you or the daycare provider are not at the location that your child is to be dropped off, we will attempt to call you. And if we are unable to make contact, your child will be returned to the center and you will need to arrange to pickup your child at the center.
6. We have scheduled our routes for this year. If in the event that a location that is already on our route is where your child is to be dropped off on occasion, **we will need a 24 hour notice. We will not be able to change our routes.**
7. If you phone number changes please notify the Family Advocate at the center.
8. If you are having someone else meet the bus for your child, make sure they are on the release. We will not be releasing your child to anyone not on the release. This is for your child's safety.

If you have any questions please feel free to call me at 217-323-9422.

Thank you,

Jamie Peterman
Transportation Coordinator