

## CENTER SCHOOL DAILY NOTES FORM 2020-2021

If you need to change your child's dismissal arrangements, please send this form into school with your child and it will be forwarded to the Main Office. Please refer to the following Board of Education regulation 5131.1 for procedures regarding bus transportation:

In accordance with Board of Education regulation #5131.1, students will be assigned to ride the bus or van per their designated route and stop. The only changes in assigned route and bus stop will be for established day-care provisions or established after school activities, i.e. a weekly piano lesson or a publicized library program.

If a regular alternate schedule needs to be arranged, parents/guardians must submit written notice to the school prior to the start of the school year or two weeks in advance. Only in the case of a rare emergency may parents contact the school to make an alternate route or bus stop change. Changes in bus routes will not be accommodated for playdates, parties, unestablished activities, and so on.

**Please send this form into school with your child the day of the change unless a 2-week notice is required for bus per board policy above. Do not fax, email or text teachers or the office with any changes. In case of a true emergency, please call the office (860)567-7510. It is important to follow these procedures for the safety of all students.**

**DATE:**

**CHILD'S NAME:**

**GRADE AND TEACHER:**

***FRONT DOOR* PICKUP BY:**

***CAFE* PICK UP BY:**

**WILL RIDE BUS TO  
ESTABLISHED STOP AT**

**PARENT/GUARDIAN SIGNATURE**