

**ALTERNATE ARRIVAL AND DISMISSAL PLAN FOR BUS STUDENTS**

*Please return this entire slip to your classroom teacher by Monday, October 26.*

In the event of a bus strike please provide us with details of your alternative arrival and departure travel arrangements so that we may assist your child. To accommodate parents' schedules a supervised student drop off will begin 45 minutes earlier than normal and pick up will extend an additional 45 minutes at the end of the day. (8:15 am-9:00 am & 3:30 pm – 4:15 pm)

It is VITAL that you inform the classroom teacher, in writing, or by phone if a last minute change in your routine occurs, even if only for one day. Young children often get confused, so we will not allow them to make a change in arrival/dismissal routines. **Therefore, unless we hear from you directly, we will follow exactly what is on this sheet.** This is for your child's safety.

It is important that you review this information with your child. If you are carpooling, it is important that we know who has permission to take your child home. *Thank you for your assistance in following our arrival and dismissal procedures for your child's safety.*

Updates will be sent to parents through phone calls, 204-E-News, the district's website ([www.ipsd.org](http://www.ipsd.org)), and the district's emergency phone line 630-375-3015. Please refrain from calling the school office so that the phone lines can remain open for emergencies.

-----  
Student's Name: \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Parent/Guardian's name: \_\_\_\_\_

Phone number to reach you: Before School \_\_\_\_\_ After school \_\_\_\_\_

**ARRIVAL**

- Parent Drop-off
- Car Pooling
- Before School Supervision Needed

**DEPARTURE**

- Parent Drop-off
- Car Pooling
- After School Supervision Needed

**CARPPOOL: THE FOLLOWING PEOPLE HAVE PERMISSION TO DROP-OFF/ PICK-UP MY CHILD FOR TRANSPORTATION PURPOSES:**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Remember, unless we hear directly from a parent, we will follow exactly what is on this sheet.

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_