



FAMILY RESOURCE AGENCY of NORTH GEORGIA

Head Start/Early Head Start/Pre-K Program

403 Chickamauga Avenue, Suite 201

Rossville, GA 30741

Phone:706.861.0105

Fax:706.861.3627

DATE:

FROM:

SUBJECT: BUS TRANSPORTATION

TO: Parents of _____

We are experiencing a problem on your child's bus route that needs to be corrected immediately. Please read the form on the back of this letter to review the Head Start policy on dropping off and picking up children. This policy is designed to ensure the safety of your child. You were given a copy of this agreement at Orientation.

It is your responsibility to walk your child to and from the bus (Item #4).

When your child exits the bus in the afternoon, you need to take his/her hand. You must hold his/her hand to cross the road to your house. A child cannot cross the road without you. A child cannot exit the bus unless you take them from the bus.

When the bus arrives at your child's stop in the mornings, we will open the doors and wait for you to bring your child to the bus.. If you do not bring your child to the doorway of the bus, we will continue on with the bus route and return to the center without your child. You will then need to come to the center to bring your child.

If this problem continues to occur, we will have no choice but to remove your child from our bus route. You will then have to transport him/her to and from the center daily. We do not want to have to do this, but cannot continue to have your child returned to the center.

We do appreciate your help concerning this matter. If you have any questions, please call us at _____.

Thank you,

Head Start Staff

INSTRUCTIONS

1. Identify the child/children on the bus route whose parent/guardian is not coming to the doorway of the bus to take the child.
2. Fill in the DATE and NAME.
3. Make a copy of the letter for the child's file.
4. Deliver the original letter to the parent.
5. Instruct the bus driver to handle the problem in this manner the next time it occurs.

CENTER MANAGER DETACH FROM LETTER BEFORE SENDING
