

Hawthorne Elementary School

225 Memorial Drive

Hawthorne, NY 10532

Phone (914) 769-8536 Fax (914) 769-8527

IMPORTANT TRANSPORTATION INFORMATION

Dear Parents and Guardians,

The enclosed information outlines procedures for bus travel and for notifying the school in the event that your transportation routine changes. Bus route information will be posted on the Parent Portal in late August. A bus tag will be mailed home to you and will be arriving prior to the first day of school. **Please make sure your child wears this tag on his/her book bag daily.**

If there are any changes in your child's transportation routine, you must notify us in writing.

- If your child will be riding the bus to and from school on a daily basis, no action is necessary.
- Morning drop-off begins at **7:45 a.m. at the Brighton Avenue entrance** and ends at **8:10 a.m.** Students will be supervised in the Multi-Purpose Room. **If you arrive after 8:10 a.m., please do not drop your child off on Brighton.** Proceed to the main entrance on Memorial Drive and sign your child in with Mrs. Lucille Catalano.
- Afternoon pick-up begins at **2:55 p.m. at the Brighton Avenue entrance.** If you will be picking up your child at Brighton, please fill out the Brighton form, attach a copy of the required I.D. **Please mail or drop off the form to our main office between August 13th and August 17th.**
- If your child will attend the Easter Seals Inspire Program, a child care provider, or another after school activity, **please mail or drop off a letter to our main office between August 13th and 17th.** Project Inspire is an extended day program offered by Easter Seals. You may sign up prior to the start of school by contacting Lisa Welker or Alicia Wilson at (914) 328-1645 or e-mail: projectinspire@eastersealsny.org . The early morning Inspire session begins at 7:00 a.m. in the cafeteria. Please drop your child off at the side door near the cafeteria entrance.
- If there is a daily change in your child's bus routine, please send in a bus note with your child.

Thank you in advance for your cooperation to ensure that our students travel safely to and from Hawthorne every day.

Sincerely,

Anne Stern
Principal

Theresa Outhouse
Assistant Principal

Hawthorne Elementary School

225 Memorial Drive

Hawthorne, NY 10532

Phone (914) 769-8536 Fax (914) 769-8527

BRIGHTON FORM

Dear Parents and Guardians,

Welcome to Hawthorne Elementary School. We are very pleased to be a part of your child's educational journey and look forward to a terrific year. Safety is a priority and we need your cooperation to ensure student safety during dismissal. If you are planning to pick up your child at Brighton during dismissal:

Please complete the form below and list any other adults who are authorized to pick up your child. Please attach a copy of a current photo ID for yourself, and any other individuals who are authorized to pick up your child. We will keep this letter with your signatures and identification at our safety desk where we will use it to confirm your identity when you sign your child out on Brighton Avenue. Dismissal at the Brighton Avenue exit is at 2:55 p.m.

If you are picking up your child at dismissal, you must enter through the Brighton entrance to sign your child out. The Memorial Drive entrance must be kept clear for buses during dismissal. Thank you for your understanding and if you have any questions, please feel free to contact us.

Sincerely,

Anne Stern

Child's full name _____ Grade Level _____

I plan to pick up my child on Brighton Avenue at 2:55 p.m. on the following days: _____

I understand that I will sign in on Brighton Avenue where this form containing my signature and identification will be kept on file.

Adults Authorized to Pick Up My Child:

Name

Signature

Name

Signature

Parent Name

Parent Signature

Date _____

BUS SAFETY AND FREQUENTLY ASKED QUESTIONS

Please arrive at the bus stop 5-10 minutes before the scheduled pick up and drop off times. Please escort your child to and from the bus entrance. Wait until the bus comes to a full stop before moving toward the bus. Please review the following with your child:

- **Never run to the bus**
- **After boarding the bus, find a seat as quickly as possible**
- **Remain quiet on the bus and remain seated while the bus is in motion**
- **Follow the directions of the bus driver**
- **3 students are allowed in a seat. Please let a student sit next to you if there is room in your seat.**
- **Kindergarten students sit in the front rows of the bus. Grade 1 students sit in the middle rows and Grade 2 students sit in the back rows.**

1. What if I do not get to the bus stop on time?

If you are not at the bus stop in the a.m., you will have to find alternate transportation. Please be advised that times can vary by 5-10 minutes before or after the scheduled time, especially at the beginning of the school year.

If you, or the person responsible for getting your child off the bus is not at the stop for p.m. drop off, your child should remain on the bus and be brought back to Hawthorne Elementary School at the end of the bus route. You will be notified and asked to pick your child up at the school.

2. What if there is a change in my child's daily transportation routine?

No changes in routine will occur without written permission. You may do this one of two ways:

- 1. Send a signed note to school with your child.**
- 2. Fax a note with your signature to 769-8527 by 11:00 a.m. You must call the office to confirm that the fax was received.**

We cannot accept emails or calls to the office to request changes.

The note must include your child's full name, classroom teacher, bus #, and specific instructions for your child. If your child is going home with someone else, include the other student's first and last name, bus # and teacher name. Please sign and date the note and include your contact information so that we can follow up if we have any questions.

If someone other than a parent or guardian will receive your child at the bus stop, please provide written notification of the person's name and phone number. Please send in the note with your child. Notes can also be faxed to the office by 11:00 a.m. at 769-8527. You must call the school to confirm that the fax was received.

3. What if my child has a long-term change in bus routine? For example, what if my child will ride the bus for part of the week and attend an after school activity or program regularly for the rest of the week?

Please submit a letter to our office, detailing the specific days and locations, 2 weeks prior to the change.

4. What if my child has a problem on the bus?

Encourage your child to report any concerns to the bus driver and school staff immediately. Please contact the office with any concerns regarding student conduct and safety.

Please be aware that if there is a concern that a child is behaving in a way that jeopardizes the safety of other students, or if they disregard directions from the bus driver, we will work together to address the situation. In certain cases, bus transportation may be suspended for a period of time.

Please contact the Transportation Department in the District Office with any concerns regarding bus routes and schedules.