

Please Help Us Deliver Your Child to the Correct Destination

"Please send Cindy home on her day care bus."

*"Greg has permission to go home with his friend."*

"Faith will be getting off at Aunt Jane's today."

Dear Mrs. Brown,

Jason Anderson needs to go home 11/07/07 on Bus # 203 (Seal) and will get off at the Denver & Plunkett stop with Steven Smith, to go to his house .

*Carrie Sandberg*

This is a random sample of many of the notes we receive in the office each morning. *The last example contains the information we need.* Our Security Monitor maintains a log of all bus notes. After being logged in, bus notes are stamped and returned to your child as their "bus pass" for the afternoon driver. When notes lack critical information, we run the risk of children ending up in the wrong place. As you write a bus note, please provide the following specific information:

- Your child's first and last name
- Your first and last name
- The bus #, bus symbol and stop (or address)
- The first and last name of the resident at the final destination
- Teacher's name

All bus notes must go through this process. **BUS NOTES MAY NOT BE GIVEN DIRECTLY TO THE DRIVER.**

Thank you for your assistance.