

**Important -  
Post at Home**

# Hartford Transportation and Dismissal Policies

Because our children's safety is so important, we are very strict about transportation and dismissal procedures. Thank you for your gracious cooperation!

## Morning Drop-Off

Our playground is staffed starting at 7:25 am. We regret that we do not have the staff to supervise your child before then. Please make sure an adult is present when dropping your child off. If you are coming in the building for a moment, please park in our lot.

## Parent Pick-Up

Children who will be picked up by parents at the end of the day go to the "Walker Room/Parent Pick Up Area," located in the large hallway outside the auditorium. Do not ask your children to meet you at the door or on the street, no matter what their age. For the children's safety, we require adult sign out. Our children go to the parent pick-up area at 2:15 pm. **Students must be picked up and signed out by 2:30 pm.** It is important that you pick your child up on time; our staff members have after-school commitments that must be honored. **Please park in our lot -- not the bus zone -- when picking a child up.**

## Walkers

If your child walks home from school, we will need a signed Parent Pick Up form (red) or a note to that effect on file in the office. Walkers go the Walker Room/Parent Pick Up Area to sign out and are dismissed from there.

## \*\*\*Temporary Changes in Your Child's Transportation Routine\*\*\*

**If you wish to alter your child's transportation temporarily, you must notify your child's teacher in writing in advance** -- at the very least, by the morning of the day in question. Examples of such alterations include: the child will be picked up when she normally rides a bus, the child will be picked up by someone different, a child is staying after school for a try-out or other non-routine activity, a child who is normally scheduled to stay after for a recreational activity is instead going home, the child is taking a different bus (see below), etc. Teachers are instructed not to accept children's verbal information about changes in routine.

**Teachers will insist the child follow his or her normal routine unless they have a note from you. We regret the office staff cannot arrange changes to your child's transportation on the day in question.**

Occasionally a parent will ask to send a child on a different bus with a relative or friend. In these instances you must:

- Seek the approval of the bus company, which will inform its driver. Drivers are directed by contract not to accept children who do not belong on the bus, unless they hear from a supervisor ahead of time. Some companies have a policy of refusing these requests. Some bus companies require that the principal co-sign the parent's note to the teacher.
- Send a note to your child's teacher.

## **Long Term/Permanent Bus Arrangements**

If you need to make a change in the bus your child rides due to a move or other circumstance, please contact our school office at 906-4700. Depending on the time of year and whether a stop already exists, this process can take anywhere from two days to two weeks or more. **Be sure your child and your child's teacher are clear about arrangements during the transition!** The single biggest cause of frightening transportation mix-ups is miscommunication or misunderstanding about when new arrangements go into effect and what the child should do in the transitional days before the changes are in effect.

## **Hartford After School Activities / Late Arriving Field Trips**

Hartford does not have bus transportation following after school activities. Students who participate in after-school activities or a field trip arriving after busses depart will wait *with a supervisor* on the Maryland Avenue steps for parent pick-up. You will be informed by the activities supervisor about pick-up times and policies. Students who are not picked up on time may be dropped from a team or activity.

**No child may stay after school unless he or she is directly supervised by an adult.** Children may not stay after school with siblings who are engaged in after school activities. Coaches and activities supervisors are directed not to allow this arrangement; please do not request it of them. The one exception would be a tutoring situation, when one sibling is staying for tutoring from a teacher and the teacher agrees in advance to supervise the other sibling. Children may not stay after school to play on the playground or in the building unsupervised.

On family nights, all children are directed to go home and then return with a family member, except in the rare cases where written arrangements have been made in advance for the child to work with a faculty member. In such a case, a note must be signed both by a parent and the staff member agreeing to supervise. Children must have transportation home from evening events.

## **UWM After School Program (For a Fee)**

UWM Children's Center runs an after school program available to Hartford students. UWM Children's Center is an excellent organization, and Hartford has many partnerships with the Center. The program is special because:

- It is open to students in grade K-4 all the way to grade 8, with age-appropriate activities for each.
- The program includes a strong academic component. This includes an after school Homework Power Hour (grades 1 and up) held at Hartford before students walk over to UWM, as well as fun clubs and classes that help expand students' skills and horizons.
- The program uses both the Hartford campus and UWM Children's Center, so there are lots of cool activities and spaces.

There is a fee for this program, with special pricing for parents who are UWM students and many W-2 eligible families. To enroll or learn more, contact the UWM Children's Center at 229-5384.

## **Bus Ridership**

Hartford students are expected to observe rules of respect, responsibility and safety and courtesy on the bus at all times. Bus transportation is a privilege, not a right, and children who cannot observe the rules may be removed from bus transportation for the remainder of the year. Thank you for supporting your child's good behavior on the bus.

*Help us keep our young people safe!*