**New Bus/Pick up note information for Lewis County Central Elementary**

**Effective October 25, 2021**

**SCHOOL BUS NOTE/PICK UP PROCEDURES FOR**

**LEWIS COUNTY CENTRAL ELEMENTARY**

Please read the following information on school bus changes and pick up procedures. These rules will be strictly enforced beginning upon our return to school.

Bus students are escorted to the bus area by a teacher who will supervise until the student boards their bus. The student shall hand bus drivers the written bus note from the office.

**BUS NOTES WILL ONLY BE ACCEPTED IN WRITTEN FORM BY THE OFFICE AND MUST BE SUBMITTED BY NO LATER THAN 1:00 P.M. DAILY. NO EXCEPTIONS.**

Students who are pick-ups will be released when the dismissal bell rings. All pick-ups must have a written note by a parent/guardian indicating pick up status and the designated person to pick up the child. We have staff located in the designated school pick up area that supervises your child’s pick up daily.

**PICK UP NOTES WILL ONLY BE ACCEPTED IN WRITTEN FORM BY THE OFFICE AND MUST BE SUBMITTED BY NO LATER THAN 1:00 P.M. DAILY.  NO EXCEPTIONS.**

**\*\*\*\*\*\* Bus/Pick Up Notes can be emailed to the following email address ONLY: \*\*\*\*\*\***

**\*\*\*\*\*\*central.busnotes@lewis.kyschools.us\*\*\*\*\*\***

Dismissal changes should be consistent. If a parent/guardian wishes to change the manner in which their child is to be dismissed, they must write a letter to the school indicating the change, the date it will begin and any other important information.

Please understand we are enforcing the following rules as a safety issue regarding your child. Changes in bus/pick up procedures that are not part of a daily routine can be very confusing and stressful for your child. We strive to bring stability and consistency to your child’s dismissal time. We appreciate your assistance in compliance with our policy as stated above.

Thank you,

Stacy A. Kidwell, Principal/sd

Lewis County Central Elementary