

Scituate Public Schools
 606 Chief Justice Cushing Hwy.
 Scituate, MA 02066



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Dear Parents/Guardians of Scituate Public School Elementary Students:

Scituate Public Schools offers a fee-based transportation program for our students. The transportation fee is **\$240 per student, with a family cap of \$460**. For students who wish to participate in the transportation program, an application is enclosed. Below is information critical to reserving a seat for your child or children for the 2011-2012 school year.

DEADLINE FOR APPLICATIONS: In order to ensure that your child receives their bus pass before the start of the school year, **applications must be received and payment must be made in full (including any past due balance) no later than June 10, 2011**. Applications and payment must be sent to the Transportation Office: 606 Chief Justice Cushing Highway, Scituate, MA 02066 and must be postmarked on or before June 10th. Applications and/or payment received after June 10th will be handled on a first come, first served basis. Please understand that routes and staffing will be established based on enrollment as of June 10th. We cannot guarantee receipt of bus passes if payment and application are received after this date. Bus passes will be mailed to your home address in mid-August. **No student will be allowed to board the bus without a valid 2011-12 bus pass unless previous arrangements have been made through the Transportation Office.**

<i>Applications/pmt. received by June 10th:</i>	<i>Applications/pmt. received by July 15th:</i>
Individual: \$240 Family: \$460	Individual: \$265 Family: \$485

BEYOND 2 MILE STATUS: Scituate Public Schools provides free transportation to elementary students who live beyond two miles from school. Enclosed please find the updated list of streets in the “fee zone” and “no fee zone”. Please review the list as some changes may have been made from the previous year’s list. **If you are the parent or guardian of a 6th grade student, please be advised that all students entering grade 7 MUST PAY A FEE for transportation regardless of your distance from the school.** Please note that if you are in a no fee zone, a bus pass will automatically be generated for your elementary student and no application needs to be completed.

TRANSPORTATION FEE WAIVER: Based upon maximum income thresholds, you may qualify for a transportation fee waiver. Please see attached transportation fee waiver information and application form. You must also to provide verification of income. Waiver forms and documentation must be postmarked no later than June 10, 2011; incomplete information will not be accepted. Please return your waiver form directly to the Transportation Office at: Scituate Public Schools, 606 Chief Justice Cushing Highway, Scituate, MA 02066.

BUS PASSES: All students must have their pass with them daily. No student will be allowed to board a bus without a valid bus pass. It is the responsibility of the student to have their bus pass at all times. Replacement passes will be issued for lost passes. There will be a \$10 fee to issue a replacement bus pass.

BUS ROUTES: Bus routes will be posted in the Scituate Mariner and on the Scituate Schools website at: www.scituate.k12.ma.us prior to the start of school. Students should be at their assigned bus stop 5 minutes before the bus arrives. Please be aware that the safety of our students is our top priority and all group stops will be implemented with this in mind.

PAYMENTS: Please complete the enclosed application and return it with payment IN FULL no later than June 10, 2011. Checks should be made payable to *Town of Scituate*. Payments may also be submitted online via electronic payment from your checking account (at no additional cost) or via MasterCard or Discover with a convenience fee charged for both a single student or family plan. Convenience fees are shared by the credit card company and Unibank; no additional funds will be allocated to Scituate Public Schools. You can access the online electronic payment option through the Scituate Public Schools website at www.scituate.k12.ma.us. The online payment system is expected to be available sometime after May 15, 2011. Should you have students in both elementary and secondary schools, it is necessary for you to complete only **one** application. Please return your application directly to the Transportation Office at: Scituate Public Schools, 606 Chief Justice Cushing Highway, Scituate, MA 02066.

SAFETY: The safety of your children is our utmost concern. We ask that all students follow the bus driver's instructions and remain seated at all times with their backpacks on their laps or placed at their feet. We ask for your assistance in reviewing proper bus behavior with your children prior to the start of the school year. Riding privileges may be revoked if your student behaves inappropriately. Please contact me if you have any questions or concerns regarding this year's bus policies. Please note that refunds will not be provided to students suspended from riding the bus due to inappropriate behavior.

The bus drivers and transportation staff look forward to a safe and successful year. We appreciate your assistance and cooperation in our efforts to provide transportation for your child.

Sincerely,

Dorothy M. Cook
Transportation Coordinator

DMC:amc
Enclosures