

## Wellsville Elementary

50-98 School Street  
Wellsville, New York, 14895  
[www.wellsvilleschools.org](http://www.wellsvilleschools.org)



## Ms. Elizabeth Sinski

Principal  
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September 26, 2018

Dear Parent and/or Guardians:

In an effort to keep our children safe, I would like to take a moment to review the transportation policy at the Elementary School. This policy has been in place in the past, but it has come to my attention it needs to be re-communicated and reviewed with the families of our Elementary building.

Children must have a regular (Monday through Friday) pick-up and drop-off each day for school. Sometimes children that ride the bus to and from school may have a different pick-up and drop-off locations for various reasons. Transportation forms were sent home at the end of the school year and available again at the start of this school year to set these locations for your students. **If for some reason a student must be transported elsewhere, a note must come to the main office with your child in the morning. We will no longer be taking phone changes to students' drop-off locations after 1:00 PM in the office or bus garage (please do not call or message teachers during the school day).** If at any time you have an emergency and there is a need to change your child's transportation schedule after 1:00 PM, this must be approved by administration.

All parent/student pick-ups at the end of the school day will continue to be at the back door of the building using the 'primary gym' doors. If you are sending another person that is not a legal guardian to pick up your child, your child must have a note sent to the main office regarding the change in person picking up the student. We will not release children to other adults without confirming their identity.

Continuous changes to your child's transportation schedule make it very difficult to track where students are going each day. We at the elementary school are working hard to keep your children safe at all times- and a consistent transportation schedule will help us know where your child is at all times.

If you have any questions or concerns, please call the elementary building or stop in to see me.

Yours in education,

*Elizabeth M. Sinski*

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Wellsville Elementary Principal