



## *Elsinboro Township School District*

631 Salem-Ft. Elfsborg Road

Salem, NJ 08079

(856) 935-3817

Laural Kretzer  
Chief School Administrator

Melanie Allen  
Business Administrator

September 6, 2023

Dear Parents:

The responsibility of transporting our school children to and from school each day requires the cooperation of the children, parents, bus drivers, teachers and school administration. Elsinboro Township School has established the following transportation guidelines to meet the District goals in providing safe, efficient and on-time transportation to students who attend the Elsinboro Township School.

### **Transportation Guidelines**

The following guidelines apply to all students, including those who walk home or are transported by private transportation.

1. If you are planning to pick up your child by car on a weekly, monthly, or yearly basis, please send a note to the office and we will arrange to dismiss your child with the walkers at the end of the day. If you are going to pick up your child by car on an occasional basis, you will still need to send a note to the office and we will arrange to have your child in the office at the end of the day so that they can be signed out by the designated adult.
2. Parents of car riders will be issued an identification card that is to be placed in a visible spot on the dashboard. The card will indicate the students they will be picking up from the car rider line. If you forget your card, you will proceed to the school office to pick up your child. If you are picking up students other than your own, and the office has been notified, the parents of those students will need to provide you with a card. Parents/Guardians will be issued two cards per family. If you, as the parent/guardian, are in need of additional cards for distribution, please contact the main office. **(Cards will be sent home with students, if requested, during the first week of school , Sept. 6-8, and the program will start immediately.**
3. If a student is going home by any means, other than their usual method or to a different location, the office must be notified by all parties involved. If a note is sent in by only one of the parties, your student will be sent home to their original assignment. The office will arrange to have your child in the office at the end of the day so that they can be signed out by the designated adult.
4. No request for day-to-day or week-to-week bus changes will be permitted. Special arrangements, such as babysitting, must be made for five days per week and for a minimum five-month period. Requests must be for designated bus stops and must involve only one bus and one bus stop. Students must board and disembark at the same bus stop. Bus stops will not be created due to babysitting. All requests for transportation changes must be made in writing to the CSA for approval.
5. When a student remains after school hours to attend or participate in a special event, a note of parental permission is required and must be submitted to the school office. Students are not permitted to use the school's phone to gain necessary permission to remain for after-school events. It is the parents' responsibility to have transportation arranged for their children for these events.
6. No child will be released into the custody of an adult other than the parent/guardian or emergency contact, unless we have written notification.

Sincerely,

Laural Kretzer  
Chief School Administrator

LK/rs