

Saint Michael School
301 Saint Elizabeth Street
Loretto, PA 15940
(814) 472-9117

August 2016

Dear Saint Michael School Families:

With the current school year quickly approaching, there are a few changes pertaining to transportation procedures that need to be brought to your attention. These changes have the safety of your child as top priority.

The amount of students being picked up by parents as walkers at dismissal has greatly increased. Parking is limited in the lot adjacent to the school forcing many to park along Saint Elizabeth Street and, at times, across the street near the Basilica. It is very difficult at dismissal to monitor all students ensuring they get to their families safely.

Beginning on the first day of school, walkers will be dismissed from the back entrance of the school building, closest to Our Lady of Loretto Hall (OLOLH). Parents are asked to park in a line along the **right hand side only** of Saint Elizabeth Street facing the OLOLH building. Students will be escorted to you as your vehicle assumes the first position in line. After you have secured your child, you are then asked to proceed along Saint Elizabeth Street to exit.

As with any new procedure, I ask for your patience and cooperation. There may be a few wrinkles to iron out. Adjustments will be made accordingly.

In addition, students will no longer be permitted to ride a bus in which they are not assigned. Students are no longer permitted to ride buses to a friend's house afterschool for birthday parties and the like. This again is for your child's safety.

If your child needs to alter their usual means of transportation, parents must contact Wilkinson Bus Lines and make arrangements. Do not assume that if you write a note, they can ride any bus they choose. **This will no longer be permitted.** The following are the transportation guidelines as set forth by Wilkinson Bus Lines:

1. Students will only be assigned one bus stop.
2. Students that will be enrolled in daycare will be assigned by a **weekly schedule**. Even if your child will be attending less than a full week, the daycare will be your child's assigned stop for the entire week. Parents will have to pick their child up at the daycare stop every day of the week.
3. Families with split custody arrangements will need to complete and return a **Special Transportation Request** form for approval by Wilkinson Bus Lines. This request can be obtained from the school office or Wilkinson's directly. Requests will be reviewed and either approved or denied. Denials will be notified. During the school year **NO** changes will be made by phone unless it is an **emergency**.
4. **No student will be permitted to use the SCHOOL BUS LINE to ride home with a friend.**
5. If a parent plans to pick up their child as a walker on a specific day, the **notice must be in writing**.

Please contact Wilkinson Bus Lines to answer any questions or help with any changes that need to be made to your child's school bus schedule. They can be reached at 886-4600.

Thank you in advance for your understanding. Working as partners with Wilkinson Bus Lines will ensure a smooth ride.

Sincerely,

Mrs. Renee M. Phister, Principal