



P.O. Box AA • MILLBROOK, NEW YORK 12545

SUPERINTENDENT OF SCHOOLS 845-677-4200
BUSINESS ADMINISTRATOR 845-677-4201
PUPIL PERSONNEL SERVICES 845-677-4215
DISTRICT CLERK 845-677-4200

ELM DRIVE ELEMENTARY 845-677-4225
ALDEN PLACE ELEMENTARY 845-677-4220
MILLBROOK MIDDLE SCHOOL 845-677-4210
MILLBROOK HIGH SCHOOL 845-677-2510

OFFICE OF THE SUPERINTENDENT

August 2019

Dear Elementary School Parents and Guardians:

In order to provide a safe and consistent environment when we transport students to and from school each day, the safety of your child(ren) is always our primary concern. We know that consistent transportation procedures prevent any unpleasant experiences for yourself and your child, as well as for the staff at the school district and the bus company. In order to support this safety goal, the district will adhere to the following procedure:

- Each morning your child will be picked up from the same location. Usually this location is your home. However, if you request a pickup from other than your home, a day care center or babysitter for example, this new location must be the same location five days per week.
- The morning pickup location does not have to be the same as the afternoon's drop off location. However, the same procedure applies as in the morning---that is you must choose the same location five days per week.

In order to arrange for morning and/or afternoon transportation, from a location other than from your home, you must contact the District Office to complete a childcare request form.

Because we contract for transportation service in our school district, with this letter you will find the procedures that we would use in the event of a bus accident.

Although we develop a plan for emergencies, we organize and train so as to prevent accidents. Our plan is provided for your review so you can be aware of the protocols that we would employ should an accident occur.

Should you have any questions, please contact me at the District Offices.

Sincerely,

Philip D. D'Angelo, Jr.
Superintendent of Schools

Bus Transportation Information - Elementary