

RINGWOOD PUBLIC SCHOOLS

**121 Carletondale Road
Ringwood, New Jersey 07456**

August 2009

Dear Parents/Guardians of Students Who Ride the Ringwood Public School Buses/Vans:

The safest practice is for you or a designee to personally pick-up your child at the bus stop when he/she exits the bus/van each school day.

In the event that you are giving our school district’s transportation department permission to allow your child to exit the bus/van by himself/herself and walk home without adult supervision, I am requesting that you provide that permission to us in writing. Whether you are providing that permission or not, **kindly fill out the reverse side of the bus pass notice** and return to the Transportation Office as soon as possible, **but no later than September 8, 2009**. Parents/guardians may also download the form from www.ringwoodschools.org. The form can be faxed to (973) 962-6952; mail a copy to 121 Carletondale Road, Attn: Transportation; bring the form to the Transportation Office at 50 Margaret King Avenue; bring it to your child’s school; or email to: lypowyd@ringwoodschools.org with your contact information. I have asked the principals to forward any forms received to Ms. Debra Lypowy, Transportation Supervisor of the Ringwood Public Schools.

Students who have not received permission through such forms will not be permitted to exit the school bus/van unless there is a parent at the bus stop to pick them up. Because there may not be personnel in attendance at the child’s school when this occurs, these children will be transported to the Center for Family Resources After-School Program at the Ryerson Middle School. Student medical records will be shared with this program to ensure safety. Parents will be asked to come to this after-school program to pick-up their child, and a fee will be charged.

Please understand that we are taking this precaution, first and foremost, for the safety of the children. I appreciate your understanding and cooperation. If you have any questions, do not hesitate to call me directly at 973- 962-7028.

Patrick W. Martin

Dr. Patrick Martin, Superintendent, Ringwood Public Schools

TRANSPORTATION PERMISSION FORM

Please complete a separate form for each child

TO: Ringwood Public Schools Transportation Department – PLEASE CHECK ONE:

____ I give my permission for you to release my child from the bus/van that transports him/her from school **without** there being an approved adult at the bus stop to assume supervision.

____ My child **will be met** each day at the bus stop by parent or designee and can be released to:

(Please check all that apply)

Family Member Any Bus Stop Parent Child Care Facility Does not take bus

Other – List names: (1) _____ (2) _____

Student name _____ School _____ Grade _____

Parent/Guardian name _____ Contact number(s) _____

Parent/Guardian signature _____ Date _____