

NEWBURGH ENLARGED CITY SCHOOL DISTRICT

Transportation Department

The information below is provided to give a general understanding of Transportation policies and procedures for Universal Pre-K students in the Newburgh Enlarged City School District. Additional information is available on the Transportation page of the District website or by contacting the Transportation Department at (845) 568-6833.

Frequently Asked Questions – Pre-Kindergarten

Q. Which school buildings currently have Pre-

Q. How do I obtain bus schedule information for my child?

A. Bus schedule information can be obtained in the following ways:

- Bus passes including all bus schedule information will be mailed to all students at the current address of record in August prior to the start of the school year. If the information on your child's bus pass is incorrect, contact the school or the Transportation Department.
- Schedule information can also be obtained directly from the school, the Transportation Department or the bus company. Contact information for bus companies serving the District are listed in the column on the right side of the Transportation home page.

Q. If the Pre-K student has siblings that attend a school outside of the designated zone can the Pre-K student attend the same school as the siblings?

A. No. All Pre-K students are assigned to the school within their designated zone based on their transportation address of record.

Q. Will my child attend the same school for Kindergarten that they attend for Pre-K?

A. Possibly. Kindergarten placements are determined using a request/lottery system. In the spring of your child's Pre-K school year you will be provided a form to request which elementary school you would like your child to attend. Additional information about the lottery process can be found on the Registration page of the District website.

Q. What if I would like my child to be picked-up or dropped-off at an address other than my home address (sitter, day care, etc.)?

A. If you would like your child to be picked-up or dropped-off at a location other than the home address of record, you must complete an Alternate Stop Request form indicating the address you would like the child picked-up or dropped-off. An alternate stop form must be completed each time you would like the pick-up or drop-off location to change. If the alternate stop location is outside of the school's designated zone, the child will not be eligible for bus transportation.

Q. Where can I obtain an Alternate Stop form?

A. Alternate stop forms can be:

- printed from the Transportation page of the District website under the Forms heading.
- obtained from the student's school.
- obtained from the Transportation Department at 124 Grand Street, Newburgh, NY.

Q. Are there any restrictions regarding Alternate Stops?

A. Alternate stop locations must be within the school's zone boundaries to be eligible for transportation. Alternate Stop requests must be for five days per week.

Q. What if my home or alternate stop address changes during the school year?

A. If your home address or alternate stop address changes during the school year and the new address is within the school's designated zone, your child will continue to receive transportation to their assigned school. If the new address is not within the school's designated zone, your child may be transferred to the school in which the new address is located provided there is space available or you may choose to transport your child to the original school.

Q. When should my child be at the bus stop?

A. It is recommended that all students be at their designated bus stop ten (10) minutes prior to their scheduled pick-up time. All students must be at the bus stop prior to the bus arriving at the stop. Students should not be waiting indoors, as this affects the schedule and timeliness of the bus route.

Q. Do the buses have attendants/monitors?

A. Monitors are provided on all buses used for Pre-K home/school transportation.

Q. Whom should I contact if I have a question about my child's bus stop?

A. If you have a question about your child's bus stop, first contact the bus company at the number provided on the Transportation Home page of the District website. If you have additional questions or concerns, please submit your request in writing to:

Newburgh Enlarged City School District
Transportation Coordinator
124 Grand Street
Newburgh, NY 12550

All requests and concerns will be reviewed by the Transportation Coordinator. The Coordinator will advise the bus company of any changes deemed necessary.

Q. Does my child have to be met at the bus stop by a parent/guardian?

A. All Pre-Kindergarten students **must** be met at the bus stop by a parent/guardian. If a parent/guardian is not at the bus stop to meet the student, the school will attempt to contact the parent/guardian to arrange for the bus to return to the stop to discharge the student. If no parent/guardian can be contacted, the student will be returned to the school. The parent/guardian must then pick the student up at the school.

Q. Is busing allowed on private property?

A. In accordance with Newburgh Enlarged City School District Board of Education policy, busing is prohibited on private property. Busing on private property is only permitted for Special Needs or Special Transportation students. Note: Authorization from the property owner does not supersede the policy of the Board of Education.

Q. Whom should I contact if I have a concern about my child's school bus?

A. If you have a concern about your child's school bus you should first contact a supervisor at the bus company. If the bus company is unable to assist you, contact the school's building administrator (Principal, Assistant Principal) or the Transportation Coordinator at (845) 568-6833.

DISTRITO ESCOLAR EXTENDIDO DE LA CIUDAD DE NEWBURGH

P. ¿Cómo me notificarán sobre la escuela que mi hijo(a) está asignado(a)?

C. Será notificado sobre la escuela asignada y la sesión por correo antes del comienzo del año escolar.

P. ¿Cómo recibiré la información del horario del autobús para mi niño(a)?

C. La información sobre el horario del bus puede ser obtenido por varios métodos:

- Pases para el autobús incluyendo toda la información del horario serán enviados por correo para todos los estudiantes a la dirección corriente en record a fines de agosto antes del
-

comienzo del año escolar. Si la información en el pase de su hijo(a) está incorrecta, comuníquese con la escuela o con el departamento de transportación.

- Información del horario también puede ser obtenido directamente de la escuela, el departamento de transportación o la compañía de buses. La información de contacto para las compañías de buses que sirven al distrito está disponible en la columna a la derecha de la página de red del departamento de transportación.

P. ¿Si el Pre-K estudiante tiene hermanos que asisten a una escuela fuera de la zona designada, podrá el estudiante de Pre-

