

# URBANA EARLY CHILDHOOD SCHOOL



## BUS REMINDERS AND BUS RETURN EXPECTATIONS

- 1) We DO NOT have childcare for children before or after school. If your child is a bus rider and there is no adult at school for pick up, the child will be put on the bus. **Please do not call to ask us to keep your child off the bus until you arrive.** Be at school BEFORE the buses leave.
- 2) It takes 4 school days for a bus change to take effect. Please call Urbana Early Childhood School at 384-3616 to make a change (3 changes per year are permitted). No short term changes are allowed. If your child is not attending school, due to illness or family issues, please call the bus company at 217-344-4586 to let them know that your child is not riding the bus on that specific day.
- 3) Children will be picked up and dropped off **only** at their designated drop-off site. **If you miss the bus, you cannot pick up your child at any other stop.**
- 4) Authorize adults **must come to the bus** to pick up the child. Bus drivers or monitors are not allowed to leave the bus and/or release the child unless the adult is present at the bus steps. Waiving or waiting at the residence door will not be accepted.
- 5) Be at the stop. The bus driver is not allowed to honk!
- 6) Expect the bus anytime 10 minutes before and 10 minutes after you're scheduled.
- 7) The bus driver will wait **one minute** for pick up and drop off.
- 8) **You will be asked to show a valid ID in order to pick up a child. Make sure you carry one with you at all times. If you assigned someone to pick up your child they also have to show a valid photo ID.**
- 9) If an authorized person is not at the designated bus stop when the bus tries to drop the child off, the child will return to school. You will be charge a return fee plus a childcare fee for the time your child has to be supervised according to the following fee schedule:  
**Return fee = \$10 PLUS**  
1– 15 minutes = \$5      16 – 30 minutes = \$10  
31– 45 minutes = \$15
- 10) If you believe you may have missed your child's bus, it is **YOUR** responsibility to contact the school immediately at 384-3616. **Children can only be released at their designated drop-off site.** Urbana Early Childhood may be trying to contact you. **MAKE SURE THE SCHOOL HAS ALL OF YOUR CURRENT PHONE NUMBERS, INCLUDING HOME, WORK AND CELL PHONES.** We suggest that you program the school phone number into your caller ID so that you are alerted when we are trying to reach you.
- 11) **Door to door bus transportation service at the preschool level is a privilege that is optional. If it is not working out for you, you may be asked to self-transport your child to and from school. If you do not contact the school or come to pick up your child immediately, the child is considered abandoned and may be taken to the Urbana Police Station.**