



## A MESSAGE FROM THE TRANSPORTATION DEPARTMENT

### Attention: Kindergarten and Grade One Parents

Please see the Transportation Website ([www.ffca-calgary.com](http://www.ffca-calgary.com) / Important Information / Bus Information) for more details regarding the following important information:

- **Bus routes/stops** will be finalized in the third week in August. To see your bus route/stop location and time please go to the 'Bus Routes' folder at the bottom of the page, open the PDF for your student's campus, and look for the closest stop within your community or in some cases your neighbouring community.
- **Kindergarten and Grade One Bus Release Form** – Please fill out the form in the PowerSchool portal / Rycor if you want to allow your child to disembark with an older sibling or a person other than a parent such as:
  - You want the bus driver to allow your Kindergarten or Grade One student off the bus with someone other than a parent – on the Bus Release Form fill in Option #1: Permission to exit with Guardian
  - You want the bus driver to allow your Kindergarten or Grade One student off the bus with his/her sibling who rides on the SAME bus – on the Bus Release Form fill in Option #2: Permission to exit with sibling
  - Please see the office for further information if a parent/guardian/sibling is unable to meet your child at the bus stop
  - These forms will be made available the first week of school on Rycor
- **Parents/guardians must be present at the bus door when bus arrives (not in your car).**
- **Student expectations:** Stay seated, Obey instructions, Respect others, and Talk quietly (SORT)
- **Concerns?** Parents/guardians are **not** to approach the driver with their concerns. Please see the Transportation Handbook on the website for contact information depending on the situation.
- **Bus Delays.** There may be delays in bus service due to weather conditions, mechanical problems or traffic congestion. Signing up for this service (instructions on the website) will alert you when the busses are running late or have been cancelled – this must be done ANNUALLY. Occasionally, the delays can be lengthy so please have a backup plan and discuss it with your child/ren.
- **Backup Plan:** Having a backup plan in case of a bus delay is important, but sometimes parents/guardians are delayed too. Please discuss what to do in this situation with your child.
- **Moving?** You are required to contact the Director of Transportation prior to moving if your child will be accessing a different bus. The Director of Transportation will assist your family in finding an existing bus stop for your child/ren to use, please note that no new bus stops will be added after November 30<sup>th</sup> of each school year. **All changes to address/phone numbers must be input on the Contact Information Form in the PowerSchool Parent Portal.**
- **Community stops** are created to service as many families in one area as possible and to minimize travel times. These community stops may result in the need for parents to drive their children to the bus stop. It is impossible to provide door-to-door, or the end of the block stops due to the distance the buses have to travel.
- **Requests for a second bus stop** or a bus stop at a day care will not be considered. If a parent has more than one address, parents must choose which one they want to list as the primary residence. Students can, however, access an existing stop after notifying the Director of Transportation (space on the bus needs to be confirmed if it's a different bus route).



- **Change Request Form – We will address any concerns raised regarding safety of a particular stop location.** Change Requests will not be considered for convenience and/or proximity to residences. If you would like to request a change the deadline to submit requests is October 15<sup>th</sup>. No changes will be made prior to this date. If approved, a copy of the updated route will either be emailed or sent home via the bus driver. If you have not received notification of a route change by November 30<sup>th</sup>, your requested change cannot be accommodated.