

Bus Transportation Information



Daily Bus Changes Cannot Be Accommodated

Dear Randolph Families,

Due to the COVID-19 health crisis and CDC guidelines regarding transporting students by bus, we will not be able to accommodate daily bus notes/bus changes until further notice. We apologize for any inconvenience this may cause. However, if you have an alternate transportation request that needs to occur on a **regular basis**, please see the procedures in this letter to assist you with making this type of request.

Alternate Transportation Request for School Year 2020-2021:

- Please complete the Alternate Transportation form **ONLY** if your child is to be PICKED UP and/or is to go to a location OTHER THAN HOME on a regular basis.
- Last school year's alternate transportation requests are not carried over. A new request for the new school year must be submitted.
- Please submit all requests by Tuesday, September 8th. Requests received after this date may not be able to be honored the first week students return to school.
- The alternate transportation request form is located on our school's webpage or @ <https://www.randolphcsd.org/cms/module/selectsurvey/TakeSurvey.aspx?SurveyID=139>
- If you do not have access to the internet you may complete the enclosed request and mail it to the Elementary School Main Office. Contact us if you need assistance.
- If an emergency arises, we ask that you to make outside arrangements for someone to be at your child's regular bus stop or arrange for him/her to be picked up at our Parent Pick-Up.
- All daily Parent Pick-Up requests must be received by 1:30pm– It is extremely difficult for us to accommodate request after 1:30 p.m.
- Any additional emergency transportation arrangements **MUST** be approved by your child's school principal or assistant principal. If circumstances are such that arrangements are approved, the information will then be passed on to the Transportation Department.

We make every effort to be flexible and accommodating with transportation, however this school year space is limited and the guidance from the health department limits our flexibility. We apologize for any inconvenience this may cause throughout the school year and will work with you should you need our assistance. Thank you in advance for your support and patience with our new transportation procedures.

Sincerely,

Kristy K. Carlson- Principal
(716) 358-7030
kcarlson@randolphcsd.org

Drop off/Pick up Procedures





ATTENTION!

Important Student Drop-off & Pick-up Procedures

The system of student drop-off & pick-up is intended to **increase student safety**. Student drop-off begins @ 7:30am. Please do not drop off your child before this time as we do not have adult supervision and the doors are locked.

- Please have your child wearing their mask and ready to exit the vehicle when you pull into the pick-up line.
- If you do not have a mask, one will be provided for you.
- If you arrive after 8:05am, you must contact the main office and we will be sure an adult comes out to bring your child into school.
- The student pick-up & drop-off area extends along the sidewalk facing the golf course side of the building.
- Please pull up along the sidewalk and proceed slowly all the way to the end of the sidewalk.
- While in the drop-off and pick-up line, **we ask that you remain in your vehicle at all times**.
- This year, due to the COVID-19 health crisis, we are unable to allow parents to park and walk their children to the main entrance.
- We will begin loading and unloading vehicles closest to the front of the line.
- Please do not pass the car in front of you. We ask for your patience as we load and unload vehicles as quickly and safely as possible.
- If you plan to pick up your child on a regular basis, please obtain a number card from the main office and display it in your windshield at pick-up. This will help our staff ensure that we are bringing children to the appropriate vehicle.
- Don't worry if you forget your card. You can tell staff at the pick-up line what your number is and we will be sure your child gets to you safely.
- We will dismiss all riders to the front lobby at 2:15. This will allow us to line students up according to vehicle number.
- Students will be dismissed out to the pick-up line at 2:25. Staff will be assigned to assist with dismissal.
- Please remain in your vehicle and in the pick-up line at dismissal. Again, we are unable to allow parents to park and walk to pick up their child from the building.

Parent and student cooperation is sincerely appreciated. Thank you in advance for your assistance with keeping all of our students safe during arrival and dismissal.

Go CARDINALS!

