

Scituate Public Schools
606 Chief Justice Cushing Hwy.
Scituate, MA 02066



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Dear Parents/Guardians of Middle and High School Students:

Scituate Public Schools offers a fee-based transportation program for our students. The transportation fee for the 2011-2012 school year is \$240 per student, with a family cap of \$460. An application is attached for students who wish to participate in the transportation program.

DEADLINE FOR APPLICATIONS: In order to ensure that your child receives their bus pass before the start of the school year, applications must be received and payment must be made in full (including any past due balance) no later than June 10, 2011. Applications and payment must be sent to the Transportation Office: 606 Chief Justice Cushing Highway, Scituate, MA 02066 and must be postmarked on or before June 10th. Applications and/or payment received after June 5th will be handled on a first come, first served basis. Please understand that routes and staffing will be established based on enrollment as of June 10th. We cannot guarantee receipt of bus passes if payment and application are received after this date. Bus passes will be mailed to your home address in mid-August. **No student will be allowed to board the bus without a valid 2011-12 bus pass unless previous arrangements have been made through the Transportation Office.**

<i>Applications/pmt. received by June 10th:</i>	<i>Applications/pmt. received by July 15th:</i>
Individual: \$240 Family: \$460	Individual: \$265 Family: \$485

BUS PASSES: All students must have their pass with them daily. No student will be allowed to board a bus without a valid bus pass. It is the responsibility of the student to have their bus pass at all times. Replacement passes will be issued for lost passes. There will be a \$10 fee to issue a replacement bus pass.

BUS ROUTES: Bus routes will be posted in the Scituate Mariner and on the Scituate Schools website at: www.scituate.k12.ma.us prior to the start of school. Students should be at the bus stop 5 minutes before the bus arrives. Please be aware that the safety of our students is our top priority and all group stops will be implemented with this in mind.

TRANSPORTATION FEE WAIVER: Based upon maximum income thresholds, you may qualify for a transportation fee waiver. Please see attached transportation fee waiver information and application form. You must also provide verification of income. Waiver forms and documentation must be postmarked no later than June 10, 2011; incomplete information will not be accepted. Please return your waiver form directly to the Transportation Office at: Scituate Public Schools, 606 Chief Justice Cushing Highway, Scituate, MA 02066.

PAYMENTS: Please complete the attached application and return it with payment IN FULL no later than June 10, 2011. Checks should be made payable to *Town of Scituate*. Payments may also be submitted online via electronic payment from your checking account (at no additional cost) or via MasterCard or Discover with a convenience fee for both a single student or a family plan. Convenience fees are shared by the credit card company and Unibank; no additional funds will be allocated to Scituate Public Schools. You can access the online electronic payment option through the Scituate Public Schools website at www.scituate.k12.ma.us. The online payment system is expected to be available sometime after May 15, 2011. Should you have students in both elementary and secondary schools, it is necessary for you to complete only **one** application. Please return your application directly to the Transportation Office at: Scituate Public Schools, 606 Chief Justice Cushing Highway, Scituate, MA 02066.

PARKING AT THE HIGH SCHOOL: We are aware that some High School students will apply for a parking space at Scituate High School. However, in order to reserve a space on a bus, you will still need to purchase a bus pass before the June 10th deadline. Parking passes for students are not handled by the Transportation Office and are handled through the High School Office. If you purchase a bus pass for your student and they subsequently receive a parking pass, a refund will be issued. In this instance, parents/guardians must request a refund in writing within 30 days of receiving the parking pass; the bus pass must be returned as well.

BUS CONDUCT: Students are expected to exhibit good behavior at all times and respect the rights of others while riding the school bus. A student who allows another student to use his/her bus pass or who behaves inappropriately on the bus is subject to having their bus pass revoked. Any student who has their bus pass revoked will not be eligible for a refund.

The bus drivers and transportation staff look forward to a safe and successful year. We appreciate your assistance and cooperation in our effort to provide transportation for your child.

Sincerely,

Dorothy M. Cook
Transportation Coordinator

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Enclosures