

Immaculate Conception Regional School (428-3912)
Mount Vernon Christian School (424-9157)

Dear Parents,

Immaculate Conception Regional School and Mount Vernon Christian School are responsible for bus riding students until the students are picked up at their drop off stop by parents or designated adults.

According to our records, your child(ren) is/are dropped off at a “HUB” or at a place other than your home. We remind you about our policy:

1. Parents or designated adults picking up students at a “HUB” should be there BEFORE the scheduled drop off time. **If the parent or the designated adult is not there when the bus is scheduled to leave the “HUB” for the next stop, the driver is instructed to inform the student that, for their safety, they are to stay on the bus. The driver will either take the student back to the school or drop them off if the parent meets the bus at another stop.**

If you are not able to be at the “HUB” on time or if you have another designated adult picking up your child(ren) please inform the bus driver IN WRITING about the pick up arrangements for your child(ren). Information needed: contact phone where you or a designated adult can be reached during the bus route or at the drop-off time if you are not there. If pertinent, also include Dad’s cell, Mom’s cell, Work phone, Home/Other phone. Also, state the name and any other pertinent information about the person who is picking them up.

2. For drop-offs that you request (other than at home), each school asks that you put your request in writing for school personnel to consider.

Yours sincerely,

ICRS Principal and MVCS Superintendent

Bus Driver:		Name of Student:	
Contact Phone During Bus Route:	Cell Phone:	Work Phone:	Home / Other Phone:
ARRANGEMENT FOR DROP OFF AT A ‘HUB’ OR OTHER DROP-OFF AWAY FROM HOME:			
For the safety of your child(ren) and the liability of the ICRS/MVCS please indicate one of the following: If I or the adult designated to pick up my child is not at the drop off site, my child MAY _____ be left MAY NOT _____ be left (and will be transported back to school).			
Parent Signature:			

Please return this form to the Bus Driver.