



## **Bus Procedures**

### Morning

Children attending Ledyard Center in the morning program will line up in front of the gym doors leading to the parking lot until the bus has arrived and a teacher dismisses them. Children will begin lining up with their belongings by 8:00 am; the bus can come any time between 8:05 – 8:10. The teacher will dismiss the children in order of the attendance list to ensure everyone who needs to get on the bus does so. The teacher will then sign them out accordingly.

On delayed school openings, the bus will arrive closer to the hour. As such, children shall be lined up at 9:55 to prepare for a 10:00-10:05 arrival from the bus.

### Afternoon

Children attending Ledyard Learners from Gales Ferry School and Ledyard Center School will arrive on the same bus, normally anywhere from 3:15 – 3:25 pm. One staff member will stay by the door to allow the children to enter once the bus arrives. Children are then promptly signed in accordingly. On early dismissal days, busses will arrive between 1:00 – 1:20 pm.

## **Sign-in Procedures**

Children attending Ledyard Learners are promptly signed in by the minute as they arrive. Staff members must make eye contact with the child before signing them in and must not rely on anybody else (child or staff member) to verify their presence. If a child is scheduled to attend but is not present, a staff member must either ask about them in the office (if child attends Gallup Hill) or call Gales Ferry/Ledyard Center school to verify their location.