

School Year 2015-2016

Dear Parents/Guardian:

**RE: TRANSPORTATION PROCEDURES**

AAA Academy provides a special service to our students. Your child is transported from your home to the school property as a convenience to you, but also to insure their safety. We take pride in helping our students arrive at school in a timely manner and ready to learn.

Our driving staff makes every effort to schedule a pick-up time for your child. To accommodate our growing number of students, throughout the school year, it will be necessary to make changes to the transportation routes. This may slightly alter the pick-up and drop off times.

The morning transportation routes will being at **7:00 am**. Your child should be prepared for pick-up at this time. The horn will signal the driver's arrival. **The child must board the vehicle within 3 minutes.** Students must be in uniform when they board the vehicle (See **"Student Dress Code" in 2015-2016 – Student Handbook**). If your child has not boarded the vehicle within this time, the driver will assume that your child is not attending school on this day and will continue with the route. It then becomes your responsibility to provide transportation for your child this day. Drivers will not return to pick-up students. Drivers are required to give a report when they arrive at the school.

Keep in mind that AAA Academy drivers are picking up your child on an individual route. If your child will not be attending school, please call **708.206.0000** and **communicate this information before 7:00 A. M. the day of the absence to give the driving staff time to adjust their routes.**

Thank you in advance for your cooperation.

Yours truly,

Robin Guthrie  
Principal

**I have read and understand the above information.**

**Parent/Guardian Signature:** \_\_\_\_\_