**Transportation Plans**

We understand that the lives of our families are busy, and the best laid plans may change at the last minute. However, to help us with a smooth transition at the end of the school day, we would appreciate if you could return this form telling us about your end-of-day transportation plans. Please tell us any changes to these plans by email ([admin@eacmsi.org](mailto:admin@eacmsi.org)) or phone (277-7335).

Ithaca City School District buses will arrive at Montessori at 3:00 p.m. and depart at 3:10 p.m. Parents picking up children should plan to do so between 3:15 p.m. and 3:30 p.m. When you arrive, park in the lot and walk into the building. (Feel free to double park behind any staff car.) One of our staff will get your child from his/her classroom. This will minimize disruption in the classrooms at the end of the day. If your child ever needs to leave school at the end of the day for a destination other than the usual one, or be picked up by another person, he/she must bring a note to school on that day or you may e-mail the office at [admin@eacmsi.org](mailto:admin@eacmsi.org) by noon. Any changes after that time must be by phone. If you have not advised us of any changes the child will be sent home in the usual way. **Children who are not picked up by 3:45 p.m. (which is a 15 minute grace period) will be sent to our Afterschool Program and an $18.00 fee will be charged.** **There will be no exceptions.**

*Please mail or return this form by September 3rd.*

**Transportation Plans**

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please write whether you plan to pick up your child, have him/her ride the school bus, or stay in the Afterschool Program (for which they must be pre-registered). Please tell us any changes to these plans by email ([admin@eacmsi.org](mailto:admin@eacmsi.org)) or phone (277-7335).

Monday: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tuesday: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wednesday: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thursday: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Friday: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_