

Dear Parents and Guardians:

We are proud to announce that our bus transportation from and to the East Valley is now available! For parents who sign up for bus transportation on an annual basis, we are offering a discount on a second sibling rider, and another discount for a third sibling, with all additional siblings riding free of charge! Families also may elect to sign-up students on a per diem basis (subject to availability). Only students with a completed ***AEA Bus Service Registration and Release Form*** (below) on file will be allowed to ride the bus. To secure a spot on the bus, we ask that you complete the required information on the attached forms and return them to AEA with your **Deposit of \$500 for 1 child or \$750 for 2 or more children, no later than October 30th, 2010.** The balance will be billed to you and is due by September 30, 2010.

BUS SCHEDULE

1st Stop East Valley Route North Hollywood Mall 6160 Laurel Canyon
On Laurel Canyon between and Oxnard and Erwin

2nd Stop Granada Hills Route 11900 Balboa Pl. Parking Lot
On Balboa in the McDonald's, Starbuck's, How's Market Parking Lot

East Valley Departure	Arrival Time
7:30 AM	8:20 AM at AEA
Granada Hills Departure	Arrival Time
7:50	8:20 AM at AEA
Departure from AEA	Arrival at Granada Hills
3:25 PM	3:50 PM
Departure from Granada Hills	Arrival Time
3:55 PM	4:15 PM at East Valley

Annual Round trip service

First Rider Rate: \$1,500
 \$800 for second sibling
 \$450 for third sibling
 Additional siblings are free of charge

Annual One-way service

First Rider Rate: \$1,000
 \$600 for second sibling
 \$350 for third sibling
 Additional siblings are free of charge

Per Diem - Occasional Use

Round trip: \$18 per child
One way: \$12 per child

Please note: One-way service will ONLY be available if there is sufficient room on the bus. Priority will be given to those choosing round trip service. **All bus registration commitments are non-refundable and non-transferable after October 30, 2010.**

BUS SERVICE REGISTRATION AND RELEASE FORM

Please complete the required information below and return no later than **October 30, 2010** with a **\$500 deposit for 1 child / \$750 deposit for 2 or more children**. Checks should be made payable to AEA.

FAMILY INFORMATION

Parent # 1 Name _____ Parent # 2 Name _____

Home Address _____

Contact Information (Required)

Home Phone _____

Cell Phone _____ Email _____

List students' names and Grades in September 2010

Student # 1 Name _____ Gr. _____

Student # 2 Name _____ Gr. _____

Student # 3 Name _____ Gr. _____

HOW MANY CHILDREN WILL BE RIDING THE BUS?

Round Trip

\$1,500 for first child \$800 for second child \$450 for third child
No charge for all additional children
_____ # of children

One Way

\$1,000 for first child \$600 for second child \$350 for third child
No charge for all additional children
_____ # of children AM ____ PM ____

\$500 deposit for 1 child / \$750 deposit for 2 or more children

DEPOSIT enclosed \$ _____

Per Diem occasional use – fees are subject to change (*deposit not required for this service*)
\$ 18 per diem round trip \$ 12 per diem one way

NOTE: One way service will **ONLY** be available if there is sufficient room on the bus. Priority is given to those choosing round trip service.

My child(ren) will remain on the AEA bus and be returned to AEA if I am NOT at the designated stop on time, unless I hereby grant my written permission on this form by checking below:

My child(ren) as listed above has (have) my permission to:

_____ Walk home **unsupervised** from bus drop off.

_____ Wait **unsupervised** at the bus drop off.

GENERAL BUS INFORMATION

In the event your child leaves school early and will **NOT** be riding home on the bus, you must notify the front office. This vital information is forwarded to the bus drivers on a daily basis. Cell phone usage is permitted on the bus with the express permission of the bus driver. The bus is an extension of AEA and appropriate behavior is expected from all students.

BUS ATTENDANCE

Morning

- You must be at the bus stop no later than five (5) minutes prior to the scheduled bus departure time.
- The bus drivers are on a tight schedule. If you are late getting to your stop, the driver will not wait for you.

Afternoon

- Parents must notify the school and/or leave a message with the front office if a child **WILL NOT** be going home on the bus, for any reason.
- The bus leaves school promptly at 10 minutes after dismissal and all students must gather their belongings and go directly to the buses after dismissal. Parents must pick up at the designated stop on time. Should a parent **NOT** be at the designated stop at the designated time, the student **MUST** remain on the bus and will be returned to AEA. If you are running late, please contact the and arrange to pick up your child(ren).
- Students may walk home from their designated bus stop **only if prior written permission has been granted on the reverse side of this form**. A signed bus registration and release form must be on file with the AEA office, before any student will be permitted to walk home or remain waiting unattended at any stop. If you have not granted written permission on reverse, do not ask our bus drivers to allow your child to remain unattended.

EMERGENCY PROCEDURES

In any emergency, the bus driver notifies the school, and the Highway Patrol. An school administrator if necessary travels to the site of the problem. Simultaneously, parents are telephoned and notified of the delay and scheduled pick up or transportation will be arranged.

All incidents involving school buses are reported to the California Highway Patrol. Freeway pick-ups are never permitted. Depending on the location and time of a bus malfunction, parents may need to make alternate arrangements to carpool with another parent.

Our bus is checked daily by the driver and has routine service checks on a cycle that meets state requirements. Nevertheless, we need to be prepared for emergencies. Please know that your child's safety is our foremost concern.

BUS STOPS MANDATED BY THE CALIFORNIA HIGHWAY PATROL

Bus riders must line up in an orderly manner, far enough back from the curb not to be in danger from either passing traffic or the bus as it approaches the bus stop. There is a 10 foot danger zone that extends around the school bus. The school bus driver cannot see children or adults in this zone, especially around the wheels. It is very dangerous to be in this area. Be sure to instruct your child(ren), if they drop something in this ten (10) foot area, that they **MUST** tell the bus driver before trying to retrieve anything.

When dropping off or picking up children at the bus stops, parents must park on the same side of the street as the bus. According to California Law, parents must not cross the street with children and may not double-park to drop off a child. Please, NO U-turns. Students must conduct themselves at the bus stops in an appropriate manner and are expected to respect public or private property in and around the bus stop. The driver will stop to pick-up or drop-off pupils only at a stops designated by AEA.

BUS DRIVER

Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus. Each child on a school bus must behave in a satisfactory manner in order for the driver to be alert to the many hazards of driving. This includes students getting to the bus in a timely manner, which shows respect for the driver and the other students on the bus.

Your reinforcement of these regulations and occasional communication with your child's bus driver will help considerably in maintaining the standards of our bus service.

Please note:

1. Students may be assigned to a particular seat.
2. Students must remain seated at all times while the bus is in motion.
3. No eating is allowed on the bus; however, water is permitted.
4. Any student who violates these rules may be removed from bus service.

Your signature below acknowledges that both you and your child(ren) have read, understood and will adhere to school/bus rules (see below). I/We also understand that all bus registration fees are non-refundable and non-transferable regardless of circumstances after September 30, 2010. I/We also understand that infractions by parent(s) and/or student(s) could result in the loss of bus privileges. This document is subject to the terms and conditions set forth in the enrollment contract.

- Bus fees are subject to change due to unforeseen rising fuel costs.
- Bus routes may be altered due to ridership demand. Advance notice will be given prior to any changes. I agree to release Albert Einstein Academy from any liability and hold it, its employees, and Board of Directors harmless from any and all actions once my child(ren) has (have) disembarked from the school bus.

Parent # 1 Signature _____

Parent # 2 Signature _____

Students' Signature _____

Date _____

albert einstein academy
Letters, Arts and Sciences