



Regina Catholic Schools

THE BOARD OF EDUCATION OF THE REGINA ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 81

Donna Ziegler
Chair

Domenic Scuglia
Director of Education

Dear Parents:

We have been working with our transportation provider to determine how we can assure that children within our Supportive Learning Environment at St. Luke can continue to have the pick-up and drop-off we currently provide. To do this, we would like to review some of the guidelines that direct service delivery. We ask that you:

1. Review these guidelines,
2. keep this letter, and
3. return the attached sheet to Student Services in the envelope provided.

Transportation forms are required by June 20th of each school year.

Guidelines for Transportation via Taxicab

1. One pick-up address and one drop-off address: these two may be different addresses. We cannot accommodate alternate addresses since our cabs have specific routes to follow so that they can serve children at different sites.
2. Parents/guardians who have more than one pick-up and drop-off address must arrange transportation themselves for the alternate address.
3. We require an emergency contact and drop-off site (e.g., if there is a fire at the school, and we cannot contact the parent/guardian).
4. If a child experiences a change (e.g., new residence), we will accommodate this permanent change. 24 hour notice required.
5. If your child is ill and not attending, contact the transportation officer @306-791-7214 by 7:30 am. If a cancellation call is not received after three occurrences, services may be suspended.
6. If a child is not ready when the cab arrives at the appropriate time, the parent/guardian must transport the child. We will not send another cab.
7. If the child is transported home and no one is there, the child will be transported back to St. Luke where parents/guardians must pick-up their children. If the parent/guardian is unavailable, staff will contact external agencies for direction and support. If this occurs more than once services will be suspended.
8. Children 11 and over may be able to be dropped off at home without return to St. Luke only if parents have arranged this permanently with the school and have provided the child with a house key.
9. Children who misbehave in the cab (e.g., remove seat belt while cab is moving) can endanger the driver and other children. They will be suspended from cab privileges. Permanent suspension from the cab may occur if the behavior continues.
10. Children who do not attend school for more than three days will have privileges suspended until the child is ready to attend school again. Reinstatement of cab privileges will be initiated through the principal of St. Luke School.

We look forward to serving you and your children in the fall. Thank you.