

## **St. James Elementary – Transportation and Transportation Changes**

SJE requires written notification for a change to be made to student transportation. Parents must send a note to the child's teacher with parent signature and contact number to use for verification or a note may be faxed to 843-650-7909. Transportation changes must be made in writing, received at the school office by **1:00 p.m.** and cannot be taken over the phone. Emergency situations will be handled by an administrator.

**Bus Riders:** Each student is to ride the bus that he/she is assigned. Students in grades CD, Kindergarten and 1st Grade must have an adult present at the bus stop before the driver will allow the student to get off the bus. If there is not an adult present, the student will be brought back to the school and a parent will be contacted. If a student is returned to school in the afternoon, he or she will be sent to SJE Dolphin Daze and the parent will be charged \$5.00 per hour with a minimum charge of \$5.00.

**Car riders** who are not picked up by 3:00 p.m. will go to SJE Dolphin Daze and there will be a charge of \$5.00 per hour with a minimum charge of \$5.00. An authorized adult or parent must come into the school and sign out any student(s) who are late being picked up.

I have read and understand the policy concerning transportation for students.