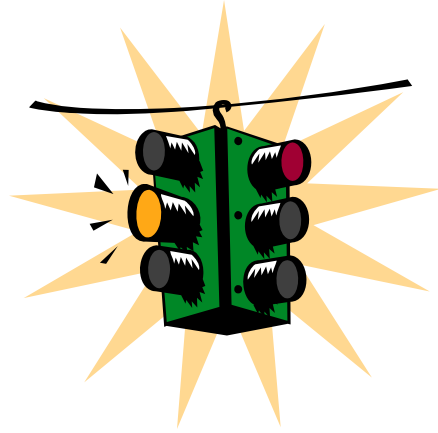


# Westmount Charter School TRANSPORTATION HANDBOOK 2009-2010 for all Westmount Families



WESTMOUNT CHARTER SCHOOL OFFERS THE CHOICE OF TWO TRANSPORTATION OPTIONS:

## **BUSING AND PARENT-PROVIDED**

### **Busing**

#### Regulations and Guidelines

- General Provisions
- Transportation Safety
- School Bus Rules
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- Parking and Traffic Flow
- Communication

#### Bus Routes and Stops

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- Stop Distance Limits
- Route Inquiries and Changes
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#### Bus Delays

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#### Requests to Ride-Current Bus Students

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#### Bus Registration, Fees and Payment Schedules

- Service Cancellation and Refunds

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### **Parent Provided Transportation**

#### General Provision

- Conditions for Funding
- Disbursement
- Transferring between Bus and PP Transportation
- Donate your PP Funding
- Parent Parking and Traffic Flow
- Contacts-Who To Call

Registration for Busing and Parent-Provided Transportation is done online at [www.westmountcharter.com](http://www.westmountcharter.com)

To learn how to register for Busing or Parent-Provided, or to verify your transportation choice, see appendix III at the end of this handbook.

# **BUSING**

## **GENERAL PROVISIONS**

Westmount Charter School's bus transportation system was established to provide parents with an alternative for transporting their child to and from the school. As schools of choice, charter schools are not obliged to provide transportation under the *School Act*. This notwithstanding, Westmount recognizes that busing is an essential service for our families and is committed to the operation of a cost-effective, efficient and safe bus service for its students. As such, parents have a choice as to using this optional service for their children.

The general terms under which transportation is provided are as follows:

- Busing is a voluntary, fee-based transportation alternative offered to Westmount students who reside more than 2.4 km from the school, within Calgary city limits, and outside bus restricted zones.
- Routing and stops are congregated in nature and are designed to serve more than one family or community. Families are assigned to stops centrally located in their, or a neighboring, community.
- Routes and stops are created jointly by the school and the bus carrier with a focus on safety, efficiency and cost, followed by the convenience of families using the service.
- For the 2009-2010 school year, busing is administered on a break-even basis, funded by grants from Alberta Education and user fees.
- The bus is considered to be an extension of the school and the Charter Board's policies respecting student conduct and student discipline accordingly apply.

## **TRANSPORTATION SAFETY**

The responsibility for the safe, efficient, effective transportation of school students is shared by Westmount Charter School, our carrier Southland Transportation Ltd., the bus drivers and our parents.

## **STREET SAFETY**

School zones are in effect from 8:00 a.m. to 5:00 p.m. while school is in session. The school bus loading zone is in the southeast rear parking lot of the school adjacent to Crowchild Trail. Parents who drive their children to school are to drop and/or pick-up their children immediately in front of the school on Richmond Road or neighboring streets. The rear lot is reserved exclusively for buses and authorized users of Chinook Learning Services and Westmount Charter School.

All parents should review with their children the many elements of road safety, which include, but are not limited to, their education about the use of crosswalks and hand signals, the need for attentiveness and care when in traffic, and the dangers of jay-walking and running in traffic. Children using the bus should review proper crossing procedures when disembarking at the end of the day.

They should:

- Stand back at a safe distance from the bus.
- Wait until the bus leaves the stop.
- Walk to the closest intersection.
- Cross the street only when they have a clear view of the traffic in both directions and it is safe to do so.
- Attend to traffic and exercise caution.

## **BUS SAFETY**

Both Westmount and Southland Transportation want to ensure your children are safe and that their experience on the bus is a positive one. The start of each school year is a hectic time. Southland operates hundreds of routes through the city. With stops that are shared by different schools and the many new students and drivers each year, please ensure your child gets on the correct bus by looking for the Westmount Charter window sign and/or by asking the driver. Until the children and drivers are familiar with each other and their route, and throughout the year, please help your route run smoothly for both your child and your driver by:

- Arranging to have someone meet your child(ren) at their bus stop.
- Ensuring your ECS and grade one child wears his/her bus tag on their outer clothing or backpack. The information on the tag will help get your child safely home.
- Ensuring your ECS child knows his/her telephone number in case no one is at the stop to greet him/her at the end of the day.
- Ensuring you have a well-communicated back-up plan for bus delays.
- Encouraging your children to talk to the bus driver if they feel something is wrong, that they may have gotten on the wrong bus or a stop was missed. They should not get off the bus at an unfamiliar stop.
- School bus drivers are in continuous contact with their dispatcher. Finding the home of a child who is on the bus is easier than finding a child who got off at the wrong stop. If your child stays on the bus, the driver will ensure your child is looked after.
- Review and discuss the safety-related items of this Transportation Handbook.

Southland Transportation also has two evacuation drills in a school year. Parents will be advised when this is scheduled to occur if we are notified in advance by Southland.

## **WINTER SAFETY**

Students and parents are reminded that extra caution should be taken during the winter months. Please take a moment and review this important information with your children.

- Children should be dressed appropriately for the colder weather. Unexpected mechanical problems with the bus occur more frequently at this time of year. Children must be prepared for this as buses cool off very quickly.

- Unusually cold or stormy weather can result in bus schedules being delayed. We encourage parents to use extra caution with children on those days. Children should be accompanied to the bus stop or have very clear instructions on what to do if the bus does not arrive. Never leave children at a stop without backup arrangements for an emergency.
- A build-up of ice and snow can create a safety hazard for children waiting at the bus stop. Ensure that your child understands the importance of standing back from the curb as the bus approaches the bus stop.
- Children will find it easier to walk snow and ice-covered roads when their school books and lunches are carried in a back pack. It is also much safer for them to board the bus with their hands free to use the bus handrail.
- Assume that school is open unless you learn otherwise through the local media.

## **BUS RULES AND REGULATIONS FOR STUDENTS**

In accordance with the Charter Board's policies, the following are the expectations for Westmount students while on the school bus or while waiting at the bus stop. These rules have been established to ensure that a safe, clean and comfortable environment is maintained for all riders.

- Students are responsible for their conduct to the bus driver and ultimately to the Principal. Serious or continued violation of these rules may lead to the loss of riding privileges and possible suspension from school.
- The driver is in full charge of the bus and the drivers' directions must be obeyed.
- The driver may, upon his/her so choosing, assign specific seats to students at any time.
- Students must conduct themselves in a quiet and courteous manner, showing consideration for the comfort and safety of others.
- Eating is not permitted on any regularly scheduled school bus. Drinking of water is permitted.
- While the bus is in motion, students must not extend arms or heads out of windows, try to get on or off the bus, or move about within it.
- Students must not throw waste or other materials on the floor or out of the windows.
- Students must not yell, scream or use offensive language.
- Students must not push, shove or otherwise engage in rowdy behavior.
- Students may play portable music devices using personal headphones only.
- Students will be held accountable for wilful damage to a bus.

- When necessary, in accordance with Provincial Standards, students in grades ECS through six may be required to sit three to a seat, students in grades seven through twelve will sit two to a seat.
- All items brought aboard the bus must be of adequate size to sit on the students lap. Students must be able to hold all items on their laps. No loose items or unsecured sporting equipment are permitted, including skis, skateboards, skates and balls.
- The driver reserves the right to report any misconduct to a Principal or designate.

## **PARENT/GUARDIAN RESPONSIBILITIES**

1. Completing the Transportation agreement on the school's secure website and ensuring that an accurate and current address, phone number, and email address are provided.
2. Ensuring children are punctual and arrive at the designated pick-up location five minutes prior to the scheduled stop time.
3. Ensuring children are respectful of property owners, and do not use private property as a gathering point at their pick up/drop off location.
4. Ensuring children are properly dressed for inclement weather.
5. Paying for any willful damage caused by their child while riding to and from school.
6. Ensuring their child knows how to recognize their bus stop and find their way home safely.
7. Ensuring that Kindergarten and first-time riders students have their name, address and telephone numbers attached to their clothing, especially for the first weeks of school.
8. Escorting and meeting their young child at the bus stop and ensuring their child's safety while traveling to and from their bus.
9. Ensuring children have appropriate medication, if required, and understand what to do if they need to use the medication.
10. Establishing emergency procedures for students, so that they know what to do if:
  - The bus is late or does not arrive
  - No one is home, or
  - There is an emergency school closure
11. Utilizing the transportation phone protocol system or email when concerns/questions arise.

The safety of our riders and the efficiency of Westmount's busing service is greatly enhanced by the knowledge and respect of the policies and procedures of this Handbook. Please become familiar with its contents. In addition to the adherence to our transportation policies and procedures, we ask our parents to:

- Report any behavioral difficulties your child has experienced with fellow riders on a route to Hal Curties, Vice Principal, at [hal.curties@westmountcharter.com](mailto:hal.curties@westmountcharter.com) or call him at 217-0426. Westmount will not tolerate bullying or misconduct and must be advised of any potential difficulties.
- Report any difficulties you experience with your driver or his/her route to Southland Transportation.
- Copy Transportation Services on any service correspondence you have with Southland. It is critical that Westmount be kept abreast of activity occurring on your route.

Likewise, our drivers' are asked to report to Westmount their observation of any parent who approaches a driver with a request to alter a route, tries to stop the bus at an unscheduled stop, pulls in front of the bus, or otherwise endangers the safety of the bus and/or its riders. The safety of your children is our number one priority. Any of these actions could result in possible suspension of busing for your child.

## **PARKING AND TRAFFIC FLOW**

The vehicle flow in and around our school was developed to optimize both the safety of your children and your driving convenience. Please adhere to the following traffic directions:

### **BUSES**

- Buses will load and drop-off along the east side of rear parking lot behind the school (parallel to Crowchild Trail)
- All elementary students are to exit southeast recess doors #2 ONLY for buses
- All mid- and high school students are to exit southeast courtyard door #10 ONLY for buses
- Students will be directed across pedestrian crossings by staff monitors
- Students must respect and adhere to exit directions at all times
- Students and parents must NEVER walk between buses

### **CARS**

- Utilize the Richmond Road pick-up, drop-off zone immediately in front of school or adjacent streets only to drop-off/pick-up child by car
- Do NOT drop-off or pick-up children in the rear parking lot at anytime. The rear lot is for Chinook Learning Services, Westmount staff and bus use only
- Observe the 30 km speed zone around the school
- Please park in designated street parking zones and attend to neighbourhood parking restrictions and time limits
- City traffic enforcement officers around the school are vigilant. Parking in non-designated areas will likely result in a city parking ticket
- A directional map is on the Westmount website under Our School/Transportation.

## COMMUNICATION

Email is the primary way in which Transportation Services communicates with its bus riding families (i.e. individual requests and questions, changed route sheets, specific route updates and wider audience news on items such as updated policy or procedures). If you are not receiving emails on busing and your student is registered for the bus, please send an email to [schoolbus@westmountcharter.com](mailto:schoolbus@westmountcharter.com) or telephone Transportation Services to ensure that we have a valid email address on file. We ask that families provide email addresses other than hotmail accounts. Hotmail accounts are unreliable and we are not notified of their transmission errors.

Route changes that impact only a rider's status (new rider, cancelled rider, change to full time from part time, move to different stop, etc.) will be communicated only to the driver and the family concerned. Updated passenger lists are sent to all families as needed.

Route changes that impact stop locations or times will be communicated to all affected riders a minimum of 48 business hours before the effective start date. Drivers and SLT will be provided with a revised copy.

Transportation Services also has a regular submission in the WCS school newsletter, which is subsequently emailed by Greg Wooley, our Communications Coordinator.

## BUS ROUTES AND STOPS

Westmount will operate 10 bus routes throughout the City of Calgary in 2009-2010. The bus routes are posted on a large map outside of the business office. They are also available on our website under Transportation. To view the bus routes, go to <http://www.westmountcharter.com/transportation/routes.html>.

## CREATING BUS ROUTES AND STOPS

Our bus routes are reviewed and adjusted annually based on the registration information received each year in the spring. Locations of routes and their stops are determined by Westmount in consultation with our carrier Southland Transportation Ltd.

In accordance with Westmount Charter Board's restructured transportation policy (April, 2006), the bus routes and stops are determined based upon the following criteria:

- The community of either the student's primary residence(s) or registered childcare provider of those families who live beyond a 2.4 km radius from the school and within the city limits and who registered for busing the previous spring.
- Two community stops will be considered for dual family students.
- A student may, however, access both a home community and childcare community stop if the secondary stop is concurrently used by other students(s) as their primary stop.

- Stops will not be created for extracurricular activities or at the parents' workplaces. A student may, however, access such a stop if the said stop is concurrently used by another student as his/her primary stop.
- Stops are congregational in nature, serving multiple families and communities. These congregational stops may result in the need for parents to drive their children to their bus stop in either their home community or a neighboring community. Stops are not necessarily created for every community in which a rider resides.
- Where possible, stops are created at or near publicly accessible facilities such as libraries, community centers, retail shops and Calgary Transit locations.
- Westmount does not offer door-to-door, or near-to-door service, due to the distance the buses must travel and our requirement to maintain drive times and costs within policy guidelines.
- Bus routes travel along major arterial roadways and not in and out the smaller suburban streets.
- The direction of the afternoon routes is reversed from the morning route. Our routes are linear in nature and therefore do not support a circular path of travel. Generally, the first one on is the last one off.
- Bus service outside the City of Calgary is not provided. Parents are welcome, however, to drive their children to an existing stop within city limits.
- Westmount Charter School has no service in the downtown core, industrial parks, and Inglewood. This includes, but is not limited to Bow River to 17<sup>th</sup> Ave S, 14 St SW to 6 St SE, as well as many of the newer outlying communities in Calgary.
- Students living closer to the school will have shorter ride times than students living further from the school. Students living in Calgary's further communities should expect minimum ride times of 60 – 75 minutes each way. This is a common driving time for Charter schools.
- Westmount and Southland Transportation reserve the right to alter routes and stop locations during the school year to accommodate changing rider demographics and/or to improve the flow, timing or safety of a route and/or stop.
- Routes, stops and travel times change from year to year with the changing student population.

Stops are chosen based upon a combination of the following criteria:

- Safety of the stop
- Accessibility of the roadway for bus traffic
- Distance and time of the route
- Minimization of backtracking or wandering
- The number of riding families in a community
- Centralized location of the stop for all users in the community
- Consideration of documented medical conditions

## **STOP DISTANCE LIMITS**

Under the *School Act*, section 51, a board is deemed to have complied with the provision of student transportation when the said transportation is “provided on a route that is not greater than 2.4 km from the residence of the student”. Although, as a charter school, Westmount is exempt from compliance to this section, we nonetheless endeavor to create stop distances that are equal to, or less than, the 2.4 km guideline, although they are not guaranteed.

Distance is measured by the shortest route using roadways, pathways and walkways in accordance with the *School Act*, section 51 (4)(c), as follows: “the distance of a residence from a school or from a bus route is the shortest distance measured along a traveled road or public right of way between the school site or the bus route, as the case may be, and the nearest roadway access at the boundary of the quarter section or lot on which the student’s parent resides.”

If you are checking the distance by car, please be aware that a typical vehicle will add approximately 10% to the actual distance.

## **ROUTE INQUIRIES AND CHANGES**

Bus routes are finalized in June of the previous year. All routes are posted on the school website for viewing. Families who move residences or who wish to access busing after routes have been finalized are required to access an existing bus stop on an existing route.

Parents with questions about the routes or stops should contact Westmount Transportation Services. Under no circumstances should a parent approach a driver to make a route change request. Drivers will not alter a route and/or stop in any manner without written permission from Westmount and/or Southland Transportation.

Route change requests will only be considered for stops with safety concerns. All safety concerns brought to our attention will be handed over to Southland for their Safety department to review and recommend an alternate stop location if need be.

Please note the following guidelines:

- Route/stop change requests will only be considered for stops with safety concerns
- A request to move a stop will be considered only with the written approval of all the users at the said stop at the time of submitting the request
- New stops will not be created by nature of being “en route” (e.g. the bus drives by the house)

Westmount and Southland Transportation reserve the right to alter routes and stop locations to accommodate changing rider demographics and/or to improve the flow, timing or safety of a route and/or stop.

Route sheets that contain the names of students who will be riding a given route will be given to the route driver before the start of school. The same list is also held by Westmount’s business office, the school office, Southland Transportation, and is given to all riding families on the said route. This allows families to familiarize themselves with fellow riders and to share in

emergency response planning. Route sheets that are posted on the school's website do not include student names.

## **BUS DROP OFF AND PICK UP**

### **MORNING PICK-UPS**

Students are required to arrive at the bus stop five minutes before its arrival. The bus will leave as soon as all the scheduled students for that stop have boarded. If any of the children assigned to a stop are not there at the scheduled departure time, the bus will not wait for them. Parents who arrive late to the stop will need to proceed to an alternate stop on the same or different route. All routes and stops are posted on the Westmount's website under Transportation.

### **MORNING ARRIVALS**

School staff will meet the buses arriving at the school at 8:15 AM. Students are not permitted to disembark the buses until the supervisors have arrived to greet the buses. Students will be monitored as they cross the pedestrian walk into the school.

### **AFTERNOON DEPARTURES**

The first bus will depart promptly at 3:25. Once a bus has started to roll, it will not stop to pick-up a tardy student who is attempting to board his/her bus along the bus line-up. Once a bus is moving, it will only stop to pick up a late child at the patrolled crosswalk at the door exiting the elementary wing. Once a bus has left the school, it will not return to the school to pick up any students who have missed the bus. The Supervising Teacher will return the student to the office and the family will be contacted.

All riders are to board quickly when they arrive at their bus. Drivers reserve the right to ask students to board the bus if they are loitering outside the bus door. A student who loiters at a bus, which is at a distance from their own bus in the afternoon line-up, runs the risk of not being able to board once the buses start moving.

### **AFTERNOON DROP-OFFS**

Students in grades one and greater are permitted to disembark the bus alone. ECS students, however, are not permitted to disembark the bus without an attendant or preauthorization by Westmount Charter School. If an attendant is not present, Southland Transportation will attempt to contact the parents. The bus driver may take the child with them as they complete the route and will remain with that child until he/she is picked up either at a stop or is delivered to a Calgary Police Station. The child will not be brought back to the school. If the route time extends into overtime to accommodate this situation, the family will be billed the overtime fee that is charged from Southland Transportation. If your grade one, or older, student is not permitted to disembark independently, Westmount Transportation Services must be advised in writing. Please ensure your young child(ren) know their telephone number.

## BUS DELAYS

From time to time there will be delays in the bus service due to driving conditions, an accident, mechanical problems, or the need for an alternate driver to drive a route. Westmount utilizes the Bus Communication system provided by Southland to notify the school and its parents of any potential delays with our buses.

In preparation for delayed or cancelled service, it is critical that parents develop a back-up plan that is well understood by their children. Please anticipate that there will be days on which your bus is significantly delayed. The responsibility for the safety of your child is shared both by our carrier and parents. Parents are responsible to the point at which the student boards the bus, our carrier is responsible while the student is being transported. Never leave children at the stop without backup arrangements for an emergency.

- Have the Southland Transportation number 287-1335 close at hand to find out the status of a delay.
- Have a family member, friend or fellow Westmount family prepared to carpool if necessary. Get to know the other parents on your route, and have their phone numbers ready.
- Familiarize yourself with the other bus routes in your area so that you can use an alternate stop if necessary. All routes are posted on Westmount's website under Transportation.
- If a bus's departure is delayed from school in the afternoon, the students will collect in the school atrium where they will be able to call home if they so choose and where they will wait for the bus or, if arranged, wait for a parent's arrival.
- When, and if, Westmount learns of a reported 10-minute delay in scheduling, we will ensure that Southland Transportation has sent out a delay message on the Bus Communication system.
- Please ensure your children are dressed appropriately for weather conditions.

## BUS COMMUNICATION SYSTEM

Westmount Charter School subscribes to the Bus Communication system provided by Southland Transportation. By registering as a parent subscriber through [www.yourschoolbus.com](http://www.yourschoolbus.com), you can receive messages either to your cell phone and/or email address as delays are encountered by our drivers. Each permanent driver assigned to our bus routes is equipped with a blackberry to use on their routes for this purpose. In the case where there is no permanent driver assigned to a route, Southland Transportation will manage the inputting of these messages from their office. Please view the Bus Communication system tutorial [go to [http://www.westmountcharter.com/pdfs/bus\\_communication.pdf](http://www.westmountcharter.com/pdfs/bus_communication.pdf)] on how to signup for this system. This is the quickest way to learn of delays to your bus route. **The username for our school is wcsssubscriber and the password is signup.**

## **SCHOOL CLOSURE**

In the event of hazardous winter conditions, Westmount's Principal, or designate, will determine if school will be open or closed and/or if the buses will run. If the weather is questionable, please listen to school closure reports on your local radio, AM 660 News, CHQR 770 and CBC 1010, and TV stations City (8), Global (7) and CFCN (3) for both school and busing updates. If at all possible, an email will be sent and a notice placed on the school website as well. Transportation Services and Southland Transportation will do their best to send out messages via the Bus Communication System in the event of a school closure.

## **REQUESTS TO RIDE - CURRENT BUS STUDENTS**

### **REQUEST TO RIDE AN ALTERNATE ROUTE**

Bus-registered students are entitled to board an alternate bus with parent and school authorization. Please email your written request to [schoolbus@westmountcharter.com](mailto:schoolbus@westmountcharter.com) for approval a minimum of 48 hours before the date on which your student plans to ride the alternate bus. The Request to Ride an Alternate Route form will then be completed and available for pickup in the business office. Students in grades ECS through grade nine require parent authorization via email before a permission slip will be granted. High school students may request the form independently without parent authorization.

Permission will be granted if there is room on the bus and if sufficient notice has been provided. The student will be given the school authorized form, which must be presented to the driver upon boarding. The bus will not be delayed if the student does not have proper authorization to board.

If you are planning to move during the school year and require access to a different route, please provide a written request to Transportation Services a minimum of 48 hours before you plan to access a different route. They will assist you in locating the existing stops that are closest to your new home.

### **PARENT REQUEST TO RIDE**

A parent wishing to ride the bus must also receive permission from the school. Please email your written request to [schoolbus@westmountcharter.com](mailto:schoolbus@westmountcharter.com) for approval a minimum of 48 hours before the date on which you plan to ride the alternate bus. The Parent Request to Ride form will then be completed and available for pickup in the business office. This form must be presented to the driver upon boarding. A bus will not be delayed if the parent does not have the proper authorization to board.

## OCCASIONAL STUDENT RIDERS

Occasional riders who are not registered for busing are permitted to use the Westmount busing service, provided there is room on the bus, on a limited usage basis with a "Five-Time Occasional Bus Card" for \$25.00. This pass is available for purchase from Transportation Services. This pass allows your student to ride a bus for a total of 5 days. A permission slip will be issued each time you require your student to ride a bus and your Bus Card will be updated to reflect the number of rides used. Permission will be granted if there is room on the bus and if sufficient notice has been provided. Please email your written request to [schoolbus@westmountcharter.com](mailto:schoolbus@westmountcharter.com) a minimum of 48 hours before the date on which your student needs to ride the bus. The permission slip will be available for pickup in the business office once permission has been granted. This card is non-transferrable and non-refundable. Under normal circumstances, only one card will be issued to a student in a given school year.

## PART TIME BUSING

Westmount Charter School has implemented a part-time busing fee for those families who only require busing one way, to or from Westmount Charter School. The overall financial impact of this change to our transportation system was determined by the proposed applications submitted by August 18<sup>th</sup>.

The following conditions will apply to part time busing:

1. Part-time riders will be considered only if there is room on the bus.
2. Part-time riders may only ride in the AM or the PM, not a combination of both.
3. Part-time riders must choose from an existing stop on an existing route. Additional stops will not be created for part time riders.
4. The fee will be \$400 for grades 1-12 and \$200 for ECS and there will be no refunds on part time busing fees.
5. If you choose to use the bus part time you will forfeit your parent provided transportation funding from the government.
6. The part-time fee option will be reevaluated each year and the decision will be based on the financial impact it may have on our transportation system.

If you think this is an option that your family would like to consider, please complete the Part time busing application [see appendix] and fax it to (403) 249-3422, attention Karen Shaul.

## BUS REGISTRATION, FEES AND PAYMENT SCHEDULES

Westmount Charter School sets its busing fees on a break-even basis. It currently receives a transportation grant from Alberta Education, which is directly applied against the cost of providing the busing service. Each bus costs approximately \$50,000 per year to operate. The grant is provided for students who reside greater than 2.4 km from the school and ride the bus as of September 30<sup>th</sup>. The total cost per rider is \$1288, of which up to \$538 is funded by Alberta Education grants. The balance is covered by user fees paid by parents of busing students. Administration fees may apply. Waivers for transportation fees are not provided.

### REGULAR REGISTRATION

Currently enrolled students are to register for next year's busing service at the same time as they reregister for school. The Transportation registration is incorporated into the Online Registration for Westmount. Parents will be reminded of the upcoming registration deadline and are required to indicate their transportation choice at this time. A \$100 deposit is required per student registered for the bus service. This deposit is non refundable. The remaining balance is due in September once an invoice is issued from the business office.

#### Register for next year before April 30<sup>th</sup>:

- Students' addresses are factored into route/stop planning
- Full annual Westmount busing fee applies
- Full government grant applies
- Deposit of \$100 will be deducted from these fees

Single payment fees (due September):

Full Time rider	\$ 750 per year
ECS rider	\$ 375 per year
Third and subsequent family rider	\$ 375 per year
Part Time Rider Grades 1-12	\$ 400 per year
Part Time Rider ECS	\$ 200 per year

Double payment fees (due September and January) include a \$25 administrative fee per rider.

Full Time rider	\$ 387.50 twice yearly
ECS rider	\$ 200 twice yearly
Third and subsequent family rider	\$ 200 twice yearly
Part Time Rider	Not Applicable

### LATE REGISTRATION

Registrations are considered late for currently enrolled students if received by Transportation Services on or later than, May 1<sup>st</sup> of the previous year.

#### Register between May 1<sup>st</sup> and the last school day before September 30<sup>th</sup>:

- Parents must select from existing routes and stops
- Full annual Westmount busing fee applies
- Full government grant applies
- Fees are the same as for regular registrations above
- Deposit of \$100 will be deducted from these fees

**Register between October 1 and January 31:**

- Parents must select from existing routes and stops
- Full annual Westmount busing fee plus applies with no government funding subsidy available\*

Single payment fees (due upon registration):

Full Time Rider	\$ 1288 per year
ECS rider	\$ 913 per year
Third and subsequent family rider	\$ 913 per year
Part Time Rider Grades 1-12	\$ 938 per year
Part Time Rider ECS	\$ 738 per year

Double payment fees (due upon registration and in January) include a \$25 administrative fee per rider:

Full Time rider	\$ 657 twice yearly
ECS rider (roundtrip or one way)	\$ 469 twice yearly
Third and subsequent family rider	\$ 469 twice yearly
Part Time rider	Not Applicable

**Register between February 1 and year end:**

- Parents must select from existing routes and stops
- One half the full annual busing fee applies with no government funding subsidy available\*

Single payment fees (due upon registration):

Full Time Rider	\$ 644 per year
ECS rider	\$ 457 per year
Third and subsequent family rider	\$ 457 per year
Part Time Rider Grades 1-12	\$ 469 per year
Part Time Rider ECS	\$ 369 per year

\* If you had previously entered into a Parent-Provided Transportation Agreement, the full grant amount can be applied to your bus fees-please see Parent Provided Transportation below.

**SERVICE CANCELLATION AND REFUNDS**

Parents may choose to cancel their use of the busing service. All busing cancellation requests must be received in writing by Transportation Services and must include the date at which the student will stop using the bus. Cancellation refunds include an administrative fee of \$25 per

rider. Refund amounts will vary depending on when you applied for the service. Please contact Transportation Services for further information.

#### Full Time Riders

Before Sept 30: \$ 596 refund. Full refund of yearly busing fee less \$154 (one month usage/grant/administrative fee)

\$ 258.50 for ECS. Full refund of yearly busing fee less \$116.50 (one month usage, grant/administration fee)

Oct 1 to Jan 31: \$ 350 refund for regular full-time riders, \$162.50 refund for ECS riders (Half refund of yearly busing fee less administration fee)

Feb 1 to year end: No refund

Part Time Riders: No refund

## **CONTACTS – WHO TO CALL**

For lost items, please speak to the driver directly or, if not accessible, contact Southland Transportation. For driver behavior and busing delays, call Southland Transportation.

Southland Transportation:  
Dispatch or Cherilyn Pastor  
Phone: (403)287-1335 Fax: (403) 243-7188  
Email: [cherilynp@southland.ca](mailto:cherilynp@southland.ca)

For issues regarding student discipline and bus behavior issues, please contact Hal Curties, Vice Principal

School Office:  
Hal Curties  
Phone: (403) 217-0426 Fax: (403) 217-0252

For questions about bus routes and schedules, please contact Westmount Transportation Services.

Transportation Services:  
Karen Shaul  
Phone (403)921-BUSS (2877), remote office hours 9:00 a.m. to 12:00 p.m. daily  
Email: [schoolbus@westmountcharter.com](mailto:schoolbus@westmountcharter.com)

For information on fees and billing, please contact the business office.

Fees and Finance:  
Mary White  
Phone: (403)217-0426 ex. 267 Fax: (403)249-3422  
Email: [payfees@westmountcharter.com](mailto:payfees@westmountcharter.com)

# PARENT-PROVIDED (PP) TRANSPORTATION

## GENERAL PROVISION

Parents can now enter into an agreement with Westmount Charter School that entitles them to individual funding for Parent-Provided (PP) Transportation for arranging their child(ren)'s transportation to and from school each day.

## CONDITIONS FOR FUNDING

1. Child(ren) must live greater than 2.4 km from the school
2. Parents must register their transportation choice thru the Online Registration system before September 30<sup>th</sup>
3. Applications for PP funding will not be available to parents after September 30<sup>th</sup>.

## DISBURSEMENT

Alberta Education's transportation grant for 2009-2010 is \$538 per eligible parent transported student. Net payment from Westmount to our PP registered families will be \$488 which provides for a \$50 fee for program administration.

Disbursement of funding to PP registered families will be made after the end of the school year, once final funding has been received by Alberta Education. We receive our funding in 1/12<sup>th</sup>s from Alberta Education therefore we do not receive our funding in its entirety until August each school year. The business office will notify you of payment details late in the school year. If our financial situation affords us the ability to pay this funding in June of the current school year we will do so.

## TRANSFERRING BETWEEN BUSING AND PP TRANSPORTATION

Parents can register for Westmount busing **OR** apply for PP transportation funding. Parents are not permitted to do both.

### Moving from busing to PP Transportation

Families who have registered for busing can transfer to the PP program only until September 30<sup>th</sup>. In accordance with Alberta Education's funding provisions, no applications for the PP program will be accepted after September 30<sup>th</sup>.

### Moving from PP Transportation to busing

Families can move from the PP program to busing before September 30<sup>th</sup> under the late registration procedures for busing. See Westmount Busing Service, Late Registration.

If you transfer from PP to busing between September 30<sup>th</sup> and January 31<sup>st</sup>, government funding received by Westmount under the PP program will be transferred to the cost of busing. A \$25 administrative charge will apply in addition to the regular busing fee. See Westmount Busing Service for busing fees.

If you transfer between February 1<sup>st</sup> and the year end, government funding received by Westmount under the PP program will be transferred to the cost of busing. A \$25 administrative charge will apply in addition to the regular busing fee. See Westmount Busing Service for busing fees.

## CHARITABLE CONTRIBUTION

Parents who have applied for PP Transportation funding can subsequently make a charitable donation to Westmount Charter School of either ALL or a portion of the funding. A tax receipt will be provided for all donations over \$25. If you wish to donate your PP funding to the school and haven't already indicated this through the online registration system, please email the Parent Provided Donation Form [see appendix] to [rhonda.baker@westmountcharter.com](mailto:rhonda.baker@westmountcharter.com).

## PARENT PARKING AND TRAFFIC FLOW

The vehicle flow in and around our school was developed to optimize both the safety of your children and your driving convenience. Please adhere to the following traffic flow directions:

- Utilize the Richmond Road pick-up, drop-off zone immediately in front of school or adjacent streets only to drop-off/pick-up child by car
- Do NOT drop-off or pick-up children in the rear parking lot at anytime. The rear lot is for Chinook Learning Services, Westmount staff and buses only
- Observe the 30 km speed zone around the school
- Please park in designated street parking zones and attend to neighbourhood parking restrictions and time limits
- City traffic enforcement officers around the school are vigilant. Parking in non-designated areas will likely result in a city parking ticket
- A directional map is on the Westmount website under Our School/Transportation

## CONTACTS – WHO TO CALL

For general Transportation inquiries, call:

Transportation Services: Karen Shaul

Phone: 921-BUSS (2877), remote office hours 9:00 a.m. to 12:00 p.m. daily

Email: [schoolbus@westmountcharter.com](mailto:schoolbus@westmountcharter.com)

For disbursements and administration:

Rhonda Baker

Phone: 217-0426 ex. 270 Fax: 217-0252

Email: [rhonda.baker@westmountcharter.com](mailto:rhonda.baker@westmountcharter.com)

**APPENDIX I:**  
**Part Time Busing Application**

<b>Students Name(s):</b>
<b>Primary Home Address:</b>
<b>Email Address:</b>
<b>Route and Stop Location:</b> (Please visit the school website to review the route and stop you would like to use)
<b>Do you require AM or PM?</b> (please circle)
<b>I have read and understand the attached conditions regarding part time busing. I am aware that I will forfeit my Parent Provided Funding from the government as it will be used to subsidize the bus fees.</b>
<b>Signature:</b> <span style="float: right;"><b>Date:</b></span>

**Notes**

**\*\*You may use one application for all students in your family**

**\*\*Please fax your completed form to (403) 249-3422 attention Karen Shaul(preferred) or email it to karen.shaul@westmountcharter.com**



**Appendix II: Charitable Donation Form**

**Westmount Charter School**  
 2519 Richmond Rd. S.W., Calgary, AB T3E 4M2  
 Tel: 403-217-0426; Fax: 403-249-3422

**2009-2010 Parent Provided Funding**

To: <b>BOARD OFFICE</b>	Date: (year/month/day)  / /
Re: Donation to School	<input type="checkbox"/> Tax receipt requested <input type="checkbox"/> No tax receipt required

Students Name(s):
Donation Amount:  <input type="checkbox"/> Please donate the full \$488 of my parent provided funding for each of the students listed above to the school <input type="checkbox"/> Please donate \$ _____ of my parent provided funding for each of the students listed above to the school. I understand that a cheque will be issued for the remaining amount. <input type="checkbox"/> Other:

<b>DONOR INFORMATION:</b>		
Name: (this is the name to be shown on tax receipt)		
Street Address:		
City:	Province:	Postal Code:

FOR SCHOOL USE ONLY: Date that the gift was received (this is the date to be shown on tax receipt)
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<b>APPROVAL:</b>		
Name of staff member verifying receipt of donation & its value: (please print)	Date: (year/month/day)  / /	Signature:

• *Please be advised that tax receipts will be issued only for donations of \$25.00 or more*

### APPENDIX III: How to Register and Verify your Transportation Choice

Here are the instructions to register and/or check your transportation choice(s) for this school year:

Look for the BLUE bar on the school website [www.westmountcharter.com](http://www.westmountcharter.com)

1. Click “Log in here”
2. Click “Log in as a family”- use the same username and password you used when you registered in the spring. If you don’t remember your password use the help buttons available to you. If you don’t remember your username you can obtain this my emailing [greg.wooley@westmountcharter.com](mailto:greg.wooley@westmountcharter.com)
3. You will then enter the family zone and off to the right you will see the transportation choices you made for your children
  - **AM and/or PM** means your student is registered for Busing
  - **PPF** means you have applied for the Parent Provided Funding
  - **NE** means you have chosen that you are not eligible for Transportation Funding as you reside within 2.4 KM of the school
  - If the transportation option has a red \* beside it this means you haven’t chosen a transportation option and you will need to click on this to do so. You will be sent to the transportation page where you will choose either busing or PP funding. If you choose busing, make sure you indicate whether you need AM and PM, AM only or PM only. You will then need to go back to the main menu and choose “Pay Fees” at which point you will be prompted to confirm the non refundable deposit of \$100 and then you will go to a secure payment sit to make this payment. Once I receive confirmation of this payment you will be added to the bus route and stop closest to your residence. If you choose Parent Provided Funding, once you click “I accept” at the bottom of the page, your transportation registration is complete.