



502 - 6th Avenue N.E
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Welcome to Holy Trinity Catholic School Division Transportation April 25, 2018

If your child qualifies for bussing, please provide their information for the 2018 – 2019 school year using the attached form. Bus routes are currently being created and we would like to ensure that our information is up-to-date. A separate form is required for each child. Please return the completed form(s) to your child's school no later than May 11, 2018.

We will be using the parent portal in the 2018-2019 school year where you will be able to access your child's bussing information. The portal will provide the bus number, stop location and pick up/drop off times for your child(ren). You will need your child's birthdate, student ID#, the grade and the school they will be attending. If your child is new to the school, please contact the school directly to get the student ID#.

The parent portal will be available on August 21, 2018. You will find the portal in the transportation area of our website at htcsd.ca. We ask that you check the portal during the week of August 21st to August 24th to verify that the information is correct. **If the pick up or drop off address for your child changes between the time you returned the form to the school and August 21, 2018, please email those changes to transportation@htcsd.ca as quickly as possible so that those changes can be viewed on the parent portal on August 21, 2018.**

As we are unable to send out route changes every time a bus stop is added or removed, we recommend you check the portal as follows:

- August 21st through to August 24th to verify the information is correct.
- September 3rd to ensure you have the most accurate information for the first day of school.
- New registrations in September will change the routes so check on a regular basis.
- Monthly for October to June to ensure you have accurate stop time information.

Parents/Guardians/Childcare providers **need** to meet the bus every day for pre-k and kindergarten students. We ask that if any child pre-k to grade 8 is waiting to get picked up by the bus that they are **outside** waiting at the stop 5 minutes prior to the scheduled pick up time. When younger students are being dropped off at the stop, we ask that a responsible person be waiting for them 5 minutes prior to the estimated time of arrival. Younger students will not be released if no one is present. A wave from a window or an open door is acceptable provided the driver has a clear line of sight. If a younger child is not properly received or cannot get into the home the driver will have the child re-board the bus and be returned to a school where you will be required to pick the child up.

Buses cannot enter bays, places, points, terraces, condominiums, parking lots, cul de sacs or smaller crescents. Due to this restriction, bus stops may be across the street from your home or at the closest intersection as a cluster stop.

The transportation department is always happy to assist you and can be reached at (306)694-5333 ext. 2052 or transportation@htcsd.ca.