

*****REGISTER FOR BUS SERVICE ON FAMILY ACCESS*****



February, 2016

It is time to register for 2016-17 school year bus service. **Parents are required to register by paying on-line using Family Access.** To pay by credit card (MasterCard, Visa, or Discover), please visit the Glencoe School District 35 Website (www.glencoeschools.org). Click on the FAMILY ACCESS TAB. Step-by-step instructions for the payment process are posted on the Glencoe School District 35 website.

****NEW FOR THE 2016-17 SCHOOL YEAR**** Transportation charges are: **\$500/student** for South, West or Central** 2-way home busing; **\$250/student** for South, West or Central** 1-Way AM or 1-Way PM home busing; **\$500/student** for West or Central** 2-Way Park District **ONLY** busing; **\$250/student** for West or Central** 1-Way AM or 1-Way PM Park District **ONLY** busing; and **\$250/student** for South 1-Way PM Park District **ONLY** busing. ♦ **THE NON-REFUNDABLE LATE FEE IS \$50/STUDENT.** If eligible, financial assistance is available. Please contact Mrs. Johanna Urban at 847-835-7814 for further information.

ALL SCHOOLS: **NEW FOR THE 2016-17 SCHOOL YEAR** Home and Park District **ONLY** busing students from all schools may enroll for 2-Way, 1-Way AM or 1-Way PM service. *The \$50/student non-refundable late fee will apply to all to / from home registrations received after Thursday, June 30, 2016.* ♦ South School Park District **ONLY** bus riders have a single option--\$250/student for 1-Way Park District **ONLY** PM bus service--since they are walked to South School from before-school AM Glencoe Park District programs held at Watts Ice Center. Gr. 3-8 students desiring Park District **ONLY** busing have 2-Way, 1-Way AM or 1-Way PM bus service options. All Park District **ONLY** students will be bused to / from the Glencoe Park District with **NO PROVISION FOR GOING TO / FROM HOME ON THE SCHOOL BUS** on days when they are not enrolled in Glencoe Park District programs. Students registering for transportation to / from the Park District **ONLY** are not subject to the late fee (\$50/student) due to the Glencoe Park District timeline for scheduling programs. All other riders are subject to the identified deadlines.

KIDS' CLUB / OTHER GLENCOE PARK DISTRICT PROGRAMS: Students enrolled in Kids' Club or other Glencoe Park District programs must register for bus service by the deadlines indicated in order to receive bus service to / from their homes on days when they are not participating in Glencoe Park District programs. Kids' Club or other Glencoe Park District program students wishing bus service to / from the Park District **ONLY** are not subject to the late fee (\$50/student) due to the Glencoe Park District timeline for scheduling programs.

****Please note the following newly-adjusted 2016-17 bus registration deadlines**** Your completed registration fee (other than those for Park District **ONLY**) must be received by the Business Office on or before **Thursday, June 30, 2016.** Registrations (other than those for Park District **ONLY**) received after Thursday, June 30, 2016 will be subject to a non-refundable late fee of \$50/student.

During the summer, routes are designed and bus passes are generated for distribution in mid-August. Therefore, **registration fees (other than those for Park District ONLY) received by the Business Office after Thursday, June 30, 2016 will be:**

1. Subject to the non-refundable late fee of \$50/student (as mentioned above).
2. Processed without guarantee of start date for ridership. **NOTE: Registration fees received after Monday, August 15, 2016 (other than those for Park District ONLY) will be held for processing until Friday, September 2, 2016. ***Park District ONLY registrations received after Monday, August 15, 2016 will be processed as quickly as possible WITH NO GUARANTEE OF RIDERSHIP START DATE.*****
3. Subject to seat availability and route design.

****Students attending South and West Schools ride together, while Central School students maintain separate routes.** In the morning, South/West school buses first drop students off at West School and then continue to South School. At the end of the day, buses first pick students up at South School and then continue to West School before starting the routes. To the extent possible, routes are designed so students picked up first in the morning are dropped off first in the afternoon. The following are approximate times for the routes:

	<u>SOUTH/WEST SCHOOLS</u>	<u>CENTRAL SCHOOL</u>
<u>Morning:</u>	First stop approx. 7:55 a.m. Last stop approx. 8:35 a.m.	First stop approx. 7:30 a.m. Last stop approx. 8:05 a.m.
<u>Afternoon:</u>	First stop approx. 3:20 p.m. Last stop approx. 3:45 p.m.	First stop approx. 3:50 p.m. Last stop approx. 4:25 p.m.

A Board of Education policy requires the use of seat restraints by all bus riders of all grade levels. As a part of the orientation at the beginning of the school year, children receive information and instructions on the busing plan, the importance of restraints, and expected behaviors on the bus. **Bus service will not be available to riders who fail to use restraints.** If you require further information on the busing program / payment procedure, please contact the Glencoe School District Business Office at 847-835-7800.

Sincerely,
Jason Edelheit, Director of Finance and Operations

GLENCOE SCHOOL DISTRICT 35 - 2016-17 BUS TRANSPORTATION FEE SCHEDULE

TO / FROM HOME BUS SERVICE	PLAN CODE	DESCRIPTION	COST PER YEAR
SOUTH / WEST - Grades K-4	K-4 2W	Bus Service twice per day – Kindergarten thru 4 th Grade Student	\$500
SOUTH / WEST - Grades K-4	K-4 AM	Bus Service A.M. Only – Kindergarten thru 4 th Grade Student	\$250
SOUTH / WEST - Grades K-4	K-4 PM	Bus Service P.M. Only – Kindergarten thru 4 th Grade Student	\$250
CENTRAL - Grades 5-8	5-8 2W	Bus Service twice per day – 5 th thru 8 th Grade Student	\$500
CENTRAL - Grades 5-8	5-8 AM	Bus Service A.M. Only – 5 th thru 8 th Grade Student	\$250
CENTRAL - Grades 5-8	5-8 PM	Bus Service P.M. Only – 5 th thru 8 th Grade Student	\$250
PARK DISTRICT ONLY BUS SERVICE (KIDS' CLUB / OTHER GLENCOE PARK DISTRICT PROGRAMS)	PLAN CODE	DESCRIPTION	COST PER YEAR
WEST - Grades 3-4	3-4 PD 2W	2-Way Park District ONLY Bus Service – 3 rd or 4 th Grade Student*	\$500 (no late fee)
WEST - Grades 3-4	3-4 PD AM	1-Way A.M. Park District ONLY Bus Service – 3 rd or 4 th Grade Student*	\$250 (no late fee)
SOUTH / WEST - Grades K-4	K-4 PD PM	1-Way P.M. Park District ONLY Bus Service – Kindergarten thru 4 th Grade Student*	\$250 (no late fee)
CENTRAL - Grades 5-8	5-8 PD 2W	2-Way Park District ONLY Bus Service – 5 th thru 8 th Grade Student	\$500 (no late fee)
CENTRAL - Grades 5-8	5-8 PD AM	1-Way A.M. Park District ONLY Bus Service – 5 th thru 8 th Grade Student	\$250 (no late fee)
CENTRAL - Grades 5-8	5-8 PD PM	1-Way P.M. Park District ONLY Bus Service – 5 th thru 8 th Grade Student	\$250 (no late fee)

*South School students in Before-School A.M. Park District programs at Watts Ice Center are walked to school, so their only Park District **ONLY** option is 1-Way PM service.

Refunds:

- Refunds (excluding the non-refundable \$50 late fee, if paid) will be pro-rated when moving from the District at any time during the school year
- Full refunds (excluding the non-refundable \$50 late fee, if paid) will be available **prior to the first day of the school year** to allow for changes in family situations, etc.
- The last refund date will be **Tuesday, November 1, 2016** and will be pro-rated (excluding the non-refundable \$50 late fee, if paid) from the beginning of the school year.
- There will be no refunds after Tuesday, November 1, 2016.**
- Students who receive a refund will not be allowed to re-register for bus transportation during the 2016-17 school year.
- Requests for refunds must be submitted to the Business Office, in writing, by the deadlines indicated.

Late Registrations:

- Late registrations will be pro-rated for students new to the District with no late fee assessed.
- Registrations received after **Thursday, June 30, 2016** (other than Park District **ONLY**) will be:
 - Subject to a non-negotiable and non-refundable late fee of **\$50/student**.
 - Processed **without guarantee of start date for ridership**. **NOTE:** Home busing registrations received **after Monday, August 15, 2016** will be held for processing until **Friday, September 2, 2016**. Park District **ONLY** registrations received after Monday, August 15, 2016 will be processed as quickly as possible **without guarantee of start date for ridership**.
 - Subject to seat availability and route design.
- Students enrolling in Park District **ONLY** bus service (Plan Codes 3-4 PD 2W*; 3-4 PD AM*; K-4 PD PM*; 5-8 PD 2W; 5-8 PD AM; or 5-8 PD PM) may register with no late fee assessed. However, these students will be bused to / from the Park District **ONLY** (**WITH NO PROVISION TO GO TO / FROM HOME ON THE SCHOOL BUS**).
- Students in Kids' Club or other Glencoe Park District Programs must register by the deadlines in order to participate in busing to / from their homes when not enrolled in the Park District.

**IF ELIGIBLE, FINANCIAL ASSISTANCE IS AVAILABLE. FOR FURTHER INFORMATION, PLEASE CONTACT
MRS. JOHANNA URBAN IN THE BUSINESS OFFICE: 847-835-7814**