



## Concord Christian Academy School Bus Transportation 2022-2023 Packet

### **BUS ROUTES**

#### ***Merrimack Bus Stop***

Pickup: 6:55am Monday–Friday  
Dropoff: 4:20pm Monday–Friday  
Location: Shaw’s Grocery Store, Everett Turnpike, Exit 11  
Address: 7 Continental Blvd., Merrimack, NH 03054

#### ***Manchester Bus Stop***

Pickup: 7:20am Monday–Friday  
Dropoff: 3:50pm Monday–Friday  
Location: Manchester Christian Church, Interstate 93, Exit 8  
Address: 1308 Wellington Rd., Manchester, NH 03104

Parents registering their child (ren) for transportation service recognize that the times are an estimate of approximate pickup and dropoff times and that both normal and abnormal operating conditions such as weather and traffic congestion – may vary these times. On occasion, CCA activities such as field trips and service projects may delay the bus. Parents will be notified of the time change ahead of time.

### **ROUND-TRIP FAMILY FEE**

\$1,500 annual fee (\$150/month)

### **REGISTRATION**

Please use the preferred link to register: <https://forms.gle/35YGceG4naTVweNu5>  
(However, the packet below may also be used to register your child.)



## **OPERATIONAL DAYS**

CCA will provide daily transportation to and from Concord Christian Academy based on the school's approved School Calendar.

### **When a half-day dismissal is scheduled:**

If Quest is offered to students – bus service will be at the regular afternoon time as usual. There will NOT be transportation provided at the half-day dismissal time. Parents are responsible for picking up their child(ren) for the half-day dismissal if they are not participating in Quest.

If Quest is not offered – bus service will be provided at the half-day dismissal time.

## **INCLEMENT WEATHER**

Bus transportation schedule is at the discretion of the CCA Headmaster for all inclement weather, school delays or cancellations. Transportation will be provided for delayed openings and early dismissals. CCA reserves the right to make a decision to adjust pickup times as necessary when it is determined to be in the best interest of the children's safety. This information will be communicated to each family via Parent Alert and/or WMUR.

## **PARENT PICKUP**

A parent or a pre-authorized guardian must meet the bus on time at the designated pickup and dropoff location at the scheduled time as noted above. Parents may complete a "Child Release Form" authorizing CCA to release student(s) to other individuals listed on the form in the absence of the parent/guardian.

Note that CCA's only responsibility is to provide transportation and does not include any responsibility for the students prior to entering the bus at pickup locations in the morning or after departing the bus at dropoff points in the afternoon.



## STUDENT CONDUCT

CCA expects all students to conduct themselves in a safe and orderly manner whenever riding the bus. Students are expected to follow the driver's instructions. Drivers have the authority to immediately address student behavior issues by assigning seats and reporting situations to CCA and parents. Continued behavior issues may be communicated to the school(s) and could result in suspension or dismissal from the bus without refund of transportation fees.

1. Be at the bus stop at least five (5) minutes before the bus is scheduled to arrive.
2. Wait in a safe place, clear of traffic, which is at least ten feet away from the bus stop. Never stand in the street.
3. Exhibit classroom conduct at all times.
4. Students must remain seated and facing forward while the bus is in motion.
5. Never extend head, arms or objects out of the bus windows.
6. Never use vulgar, derogatory or obscene language or gestures.
7. Pushing, fighting, rough playing or causing harm to oneself or other students is not allowed.
8. Electronic devices must be silent and kept in the owner's possession not causing the driver or other students to be distracted on the bus.
9. Respect the rights and safety of others and remember all school rules apply while riding the bus.

### DISCIPLINARY PROCEDURES

If a student violates safety and/or behavioral standards, the bus driver is instructed to issue a written misconduct statement. The first statement is a warning and the parents are notified. The second statement will be grounds for suspension of bus privileges for a period of one week. A third statement may result in the suspension of bus privileges for the remainder of the school year. Because of the important responsibility the drivers have in providing safe transport of our students, their judgement of misconduct must be respected. Any questions regarding a driver's handling of a situation must be directed to the Headmaster, not to the driver. Serious or repeated misconduct may lead to other disciplinary procedures.

I have read and/or reviewed these rules with a parent or responsible adult. Student signature: \_\_\_\_\_



## PRICING

Bus registration is for the entire school year beginning with the first day of the academic school year and continuing through the last day of the academic school year. Parents are responsible for the full payment of the fees, regardless of the use of the service. If the number of bus riders does not warrant the costs involved in providing this service, it may jeopardize the continuation of transportation service for the remainder of the school year beginning with the 1<sup>st</sup> of the following month. If service is discontinued by CCA, payments received for service after discontinuation date will be refunded.

### Cost per Year/Roundtrip Per Family

Annual Fee                      \$1,500 (\$150/month)

Bus Pass                         \$10.00 per one-way

Annual bus cost will be added to your FACTS account and charged in accordance with the individual family payment plan (i.e. annual, semi-annual or over ten months) with tuition and activity fees.

### **TERMINATION OF SERVICE:**

CCA reserves the right to terminate its agreement with an individual family if payment is not made in accordance with the agreed upon payment schedule. Service will be denied on the 1<sup>st</sup> of the month for all students with delinquent accounts. Once payment is received and family account is current, student(s) will be allowed to ride the bus once again.

Parent/Guardian	Printed Name	Cell #	Date
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Parent/Guardian	Printed Name	Cell #	Date
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## BUS PICK UP AUTHORIZATION

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

The following people have permission to pickup my child(ren) named below from the designated CCA bus stop. It is the parent's responsibility to notify CCA in writing with any changes.

1. Name: \_\_\_\_\_ Cell #: \_\_\_\_\_ Relation: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_
  
2. Name: \_\_\_\_\_ Cell #: \_\_\_\_\_ Relation: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_
  
3. Name: \_\_\_\_\_ Cell #: \_\_\_\_\_ Relation: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_
  
4. Name: \_\_\_\_\_ Cell #: \_\_\_\_\_ Relation: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Father/Guardian's Signature	Date
Mother/Guardian's Signature	Date
Concord Christian Academy	Date