

# PROCTOR ELEMENTARY SCHOOL



SARAH I. O'LEARY  
Principal

September 3, 2009

Dear Parents,

As the school year begins, we would like to remind you of our policy regarding children riding other than their assigned bus, and request your cooperation.

If your child is to take a bus other than that to which he/she was assigned, he/she MUST bring a note to school indicating that change. If the child does not have a note, he/she will ride his/her assigned bus that afternoon. PLEASE, phoned in arrangements must be for emergencies only. For the children's safety, we must have written permission for a child to ride a bus other than his/her regularly assigned bus. TESPTO has bus note pads that may be purchased for \$3.00 in the office.

Your cooperation in this matter is greatly appreciated.

Sincerely,

Sarah O'Leary