

METUCHEN PUBLIC SCHOOLS
Administrative Offices
16 Simpson Place
Metuchen, New Jersey 08840

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June 9, 2023

Dear Parent/Guardian of **2023/2024 Incoming/Returning Campbell School Bussing Students**,

Enclosed is the 2023/2024 registration form for subscription bussing. If you are receiving this letter, you reside in an area of Metuchen that is eligible for subscription bussing. **Applications are due back by June 30, 2023. Checks will not be deposited before July 3, 2023.** Seats are reserved on a first come, first served basis.

For student safety, completed bus rosters must be submitted to the bus contractor by August 18, 2023. Therefore, any registration received after August 11, 2023 will not be issued a bus pass until October 1, 2023. Please be aware your student will NOT have bus service in September if your registration is received after August 11, 2023. No exceptions will be made.

Please take note of the following:

1. The 2023/2024 approved budget includes 9 busses for Campbell and 8 for Edgar. Seats are reserved on a first come, first served basis. Once the bus is full, there will be a wait list.
2. We cannot guarantee your child will be on the same route, have the same assigned stop, or picked up at the same time as last year.
3. Children in grades 1 and 2 **MUST be** accompanied by a parent/legal guardian or designated adult **TO and FROM the bus stop**. We highly recommend that children in grades 3 and 4 also be accompanied by a parent/legal guardian or designated adult to and from the bus stop. Parents with children in grades 5-8 should use their judgment in determining whether their child/children must be accompanied by an adult to and from the bus stop.
4. Unforeseen circumstances may cause busses to be late or even miss a stop or stops. In the past, unusually heavy traffic, road closures, utility work, inclement weather, mechanical problems and new drivers or substitute drivers are the primary cause of the delays. We communicate, on a continuous basis, with the bus company to resolve any problem. It is imperative that your family has a plan in place to deal with unforeseen circumstances regarding bussing. Please be sure that your child is aware of your plan.

Please return the completed registration form, along with your check or money order, to the Metuchen Board of Education Transportation Office. Payments can be dropped off to the Transportation drop box outside door 14 at Moss School.

Thank you,

Marissa Plancher
Transportation Coordinator



BUS REGISTRATION FORM 2023-2024 SCHOOL YEAR Due Date: June 30, 2023

The fee for subscription bussing is **\$525.00** per child for the 2023-2024 school year. Seating is limited, therefore, it will be provided on a first come, first served basis.

Payment can be made in two installments. The first payment of \$275 should be included with your Registration Form which is due June 30, 2023. The 2nd payment of \$250 is due January 31, 2024.

For student safety, completed bus rosters must be submitted to the bus contractor by August 18, 2023. Therefore, any registration received after August 11, 2023 will not be issued a bus pass until October 1, 2023. Bus passes are mailed out in the second half of August.

If you plan to use the bussing program for your child/children, please sign below indicating you have read, understand and agree to all items on the bussing letter included with this form. **This form will not be accepted without a signature below.** Payments and forms can be dropped off to the Transportation drop box located outside door 14 at Moss School.

Signature

Please return the completed form to: Metuchen Board of Education
16 Simpson Place
Metuchen, NJ 08840
Attention: Transportation Department

Your check or money order should be made payable to the **Metuchen Board of Education**. Please include your child(ren)'s full name in lower left corner of check or money order. **No confirmation email will be sent. When your check clears, your child is confirmed to have a bus seat. Please allow 14 business days for it to clear.**

Yes ____ I do want bussing for my child, the registration fee is enclosed.
No ____ I do not want bussing.

Please submit 1 form per child. Your child's information:

Name: _____

Address: _____

Phone #: _____

School: _____

Grade for 2023-2024 _____ BIRTH DATE _____

PLEASE PRINT YOUR E-MAIL ADDRESS _____

OFFICE USE ONLY

Date Received: _____ Check #: _____ Amount: _____

Route: _____ Name on check: _____