



**"Soaring Toward Excellence"**

**Beverly Y. Wetzel**  
*Transportation Supervisor*  
*O.A.P.T West Region Director*

NON-PUBLIC INFORMATION LETTER

June 11, 2018

Dear Parent or Guardian:

The following information is for the 2018/2019 school year for non-public schools. We will transport students to the following schools:

1. St Luke 7:20 AM & 3:00 PM
2. Incarnation @ 8:05 AM & 3:15 PM
3. St Charles PM only @ 3:00

**All ½ day kindergarteners will qualify for Payment in Leu of.** Please see the PIL letter for instructions.

AM, students will depart at 7:20 AM to St Luke School from Bellbrook Middle School.

PM, all NP students will be transferred to buses at Bellcreek Intermediate to go home.

**INCARNATION PARENTS:** Parents using the bus AM will need to bring students to the south side parking lot of the Bellbrook to meet the bus going to Incarnation. The bus will leave at 8:10 am. Please have your student(s) there no later than 8:05 AM. The bus will be parked along the sidewalk on the west side of the lot. **Please do not let students walk across the high school parking lot. Parents may park in the upper south staff parking and have students walk down the sidewalk steps to the parked bus at the lower sidewalk.** This will keep them safe from traffic.

**ALL PARENTS:** Bus passes will be given to students when they ride for the first time. All bus requests and medicals must be in to the Transportation Department and processed. Please do this before August 8th.

**DAYS OFF:** On the days Bellbrook does not have school due to in-clement weather; **there will be no bus available to transport students.** If Bellbrook has a two hour delay, and your school does not, **we will NOT provide transportation.** If your school is scheduled but Bellbrook is not, **we will transport but from the AM transfer point at Bell Creek Intermediate. In the PM we will transport as usual (all the way to home bus stop).** Parents are NOT to use the parking lot in front of the BCI gym. Parents must use the driveway in front of BCI and drop students to the sidewalk. Do not enter the lot with buses and drop off students. Help us keep your children safe.

If you have any questions, please call or e-mail me. Thank you and have a safe summer!