

Canalta Elementary School

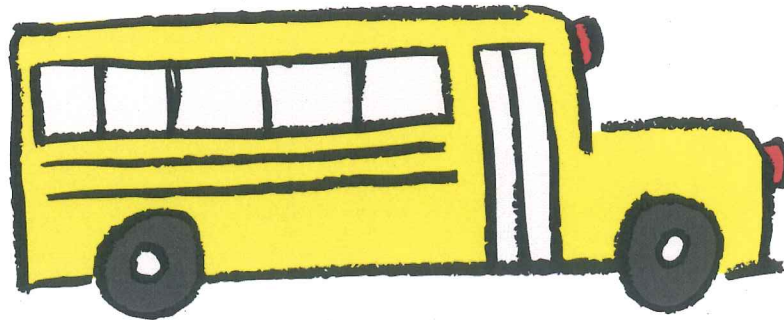
Principal - Mrs. Wanda McIntyre



School District 59 Peace River South

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Dear Parents of Bus Students:

We would like to clarify the procedure for letting the bus garage and school know that your child will not be riding.

All of these steps must be followed to ensure that the communication is clear between school, home and the bus garage.

1. Parents need to call the bus garage to inform them their child is not riding, Phone: - 250-782-2106.
2. Parents then call the school and let the office know their child is not riding. If necessary the office will let the children know about the change.
3. An adult in will cross off or highlight the student(s) names on the bus board. Adults please initial as well beside the name of the student(s).
4. At the end of the day, the bus supervisor checks off the students' names on the bus board list as they step onto the bus.
5. The bus driver and school supervisor will cross check information.
6. School supervisor will then let the secretary know of any changes that occurred at the busses.