



July 17, 2017

Dear Parent or Guardian of Students Enrolled at Conrad Elvehjem and Primary Elementary Schools:

We would like to take this opportunity to provide you with valuable information regarding your student's transportation for the 2017-2018 school year. All K-2 Students who reside in the McFarland School District are eligible for bus service for the 2017-18 school year, due to construction at the Conrad Elvehjem/Primary School Campus.

**Tuesday, September 5, 2017**

- A special drop-off service will be offered for all **kindergarten** students to accommodate the 11:42am dismissal time. This special service does require parents to sign-up, if interested. **Please call Nelson's by August 21<sup>st</sup> if you would like your student to be transported for the early dismissal (608) 205-9040.**
- Regular transportation schedule will be in effect for grades 1-2 students

**Wednesday, September 6, 2017 to end of school year**

- **All K-2 Students who reside in the McFarland School District are eligible for bus service for the 2017-18 school year, due to construction at the Conrad Elvehjem/Primary School Campus:**  
In an effort to reduce traffic at the school campus, all K-2 students will be eligible for school bus transportation for the 2017-18 school year. McFarland School District and Nelson's Bus Service encourages all families of K-2 students to consider riding the school bus this year. Waubesa Intermediate School and Christ the King Catholic Church will be added as established stops this year and will be regarded as a shuttle service to and from the Primary Campus.

Pick-up and drop-off locations must be consistent. A student may not be picked up or dropped off at a location that varies from day to day or week to week. For example, using one drop-off location on Mondays, Wednesdays and Fridays and a different one on Tuesdays and Thursdays is not allowed. However, a student may be dropped off at a different location after school than the location from which he/she was picked up before school, as long as this arrangement does not vary from day to day.

To promote and ensure safety, guest ridership is not allowed.

**All kindergarten students must be received by a parent/guardian or a responsible adult who has been designated by the parents.** For the safety of the children, kindergarten students will only be released off the bus when an adult is present. If the child(ren) is being supervised by a person other than a parent or guardian before bus pick-up or after bus drop-off please contact Nelson's Bus Service to notify them of those arrangements.

Please complete the attached form and return to **Nelson's Bus Service no later than August 1, 2017.**

Submit Form to:  
Nelson Bus Service, Inc.  
2862 Siggelkow Road McFarland, WI 53558  
Email: [McFarland@NelsonsBusService.com](mailto:McFarland@NelsonsBusService.com)  
Fax: (608) 205-9044

**Please check the items in the box to confirm transportation for your child:**

*My child lives in the McFarland School District.* I request that my child be provided transportation at the following times (check all that apply):

- Pick-up for the entire school year (September 5, 2017 – June 8, 2018)
  - Established Stop near home/child care provider address
  - Shuttle Site – Waubesa Intermediate School (WIS)
  - Shuttle Site – Christ the King Catholic Church
- Drop-off for the entire school year (September 5, 2017 – June 8, 2018)
  - Established Stop near home/child care provider address
  - Shuttle Site – Waubesa Intermediate School (WIS)
  - Shuttle Site – Christ the King Catholic Church

**Please complete and submit the following information to Nelson’s Bus Service no later August 1, 2017.**

Name of child: \_\_\_\_\_

Home Address: \_\_\_\_\_

**Parent / Guardian 1:**

**Parent / Guardian 2:**

Name: \_\_\_\_\_

\_\_\_\_\_

Relationship to Student: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_

\_\_\_\_\_

Cell Phone: \_\_\_\_\_

\_\_\_\_\_

Work Phone: \_\_\_\_\_

\_\_\_\_\_

Pick-up point: \_\_\_\_\_

Drop-off point: \_\_\_\_\_

**For Kindergarten Families:**

Name of individual who will provide visible contact with the bus driver: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please complete and return this form to Nelson’s Bus Service by August 1<sup>st</sup>!**

Submit Form to:  
Nelson Bus Service, Inc.  
2862 Siggelkow Road McFarland, WI 53558  
Email: [McFarland@NelsonsBusService.com](mailto:McFarland@NelsonsBusService.com)  
Fax: (608) 205-9044