

ETON SCHOOL

PRESCHOOL TRANSPORTATION SERVICE REGULATIONS 2011 – 2012

THESE REGULATIONS ARE INTENDED TO INSURE OUR STUDENTS' SAFETY AND TO PROVIDE AN EFFICIENT SCHOOL BUS TRANSPORTATION SERVICE; WE KINDLY ASK YOU TO COMPLY WITH THESE SCHOOL PROVISIONS.

A. GENERAL RULES

1. The transportation service provided for Preschool (Alpes 605 and Alpes 1140 campuses) is optional; and you shall cover the corresponding fees if you request it.
2. If you have already used the service any month, it may not be cancelled during such month. Full monthly fees must be paid in full even if you cancel the service.
3. If you hire the transportation service, and then you cancel it due to special circumstances (trips, contracting a new driver, etc.), and later you hire it once more, you shall pay the enrollment fee again.

B. OBLIGATIONS OF THE TRANSPORTATION SERVICE PROVIDER

1. The bus driver is not allowed to use the horn, ring doorbells or wait for any student. Waiting for every student would result in a 30 minute delay for school arrival.
2. If the bus arrives to the stop early, the driver must wait for the student until the scheduled pick-up time.
3. For security reasons, buses will not make mid-route or off-schedule stops; therefore, we kindly ask parents not to chase and/or intercept school buses.
4. For students living at difficult access or highly conflictive and time-consuming areas that could affect the bus schedule, the service provider will designate a different bus stop at a more appropriate location, where a reliable person, appointed by parents, must deliver and pick up students on time.
5. The assigned stop may not be changed under any circumstance because this could cause mistakes and/or accidents.

C. OBLIGATIONS OF BABYSITTERS ON ROUTE

1. Babysitters must be on the bus on time to avoid delays.

2. They must take care of each child and maintain discipline and safety. This means they also have to make sure students remain properly seated, and that Nursery students ride on the appropriate special chairs.
3. Since they are to take care of students at all times, they are not allowed to use phones or have any meals while on route. They must talk to the driver only when it may be absolutely necessary in order to avoid distracting him.
4. They must report any difficulties that may arise, including high speed, stops off schedule, or any other unusual situation.
5. Every day, they must check buses, seat by seat, so they can make sure students did not forget any belongings; and to make sure there are no remaining children on the bus that may have fallen asleep.
6. They must wear full uniform at all times.

D. FAMILIES´ AND STUDENTS´ OBLIGATIONS

1. In order to fulfill the assigned schedule, students must be punctual, the bus is not allowed to wait for anyone; therefore students must be at the stop two minutes early.
2. If a student does not show up for the bus any given day, due to disease or any other reason, the driver must be notified by any person living in the student´s home, or by the janitor, guard or doorman posted at the building complex, as soon as the bus arrives.
3. Parents must authorize a specific person to wait for their children at the stop after school. The corresponding form for such purpose must be filled out.
4. The person who may have been authorized to wait for a child must be at the stop on time; if he fails to do so, the bus will drive the child back to the Santa Fe campus, where he shall be picked up by his parents or by the authorized person.
5. For security purposes, students registered for the transportation service will be exempt from using it **only** if their parents delivered the authorization form, duly filled out and properly signed, before 10:00 a.m. Parents must indicate who will pick up their children in such form.
6. Parents who may be at school facilities at dismissal time may not get their children off the bus if they are already on board.

7. Any address changes must be informed in writing 15 days in advance. Bus changes will be subject to seat and route availability.
8. In case of problems, discipline on route issues, etc., parents must refer to the Transportation Department; they must not get on the bus to deal with these issues under any circumstance.
9. Due to safety reasons, students are not allowed to eat or drink on the bus.

E. GUESTS AND PERMISSIONS

1. Students may invite up to **two children as guests** on the school bus or van so the babysitter's attention to the guests can be guaranteed.
2. Guests must deliver the corresponding permission written by their parents before 10:00 a.m. on regular days, or at 9:00 a.m. on short days, so they can ride with the child who invites them.
NO EXCEPTIONS SHALL BE MADE.

F. EVENING ACTIVITIES AND SCHEDULE CHANGES

1. If students participate in events held off School facilities and transportation schedules, they must be picked up by their parents at the School.

G. DISCIPLINE

1. Babysitters shall make sure students behave properly while on route, and will prevent children from standing up or showing their heads through the bus windows.
2. In case a student misbehaves on route, a Situation-on-Route Report shall be written, and this will be delivered to the corresponding campus Principal, who will deal with the situation in order to find a solution.
3. Nor the School or the transportation service provider may be held liable for forgotten belongings on the bus (toys, lunch boxes, jackets, etc.)

H. PAYMENTS

1. The transportation enrollment fee must be paid along with the School enrollment fee. Subsequent monthly payments must be paid within the first ten days each month, from September through June.

2. No discount on the monthly transportation fee shall apply when students do not use the general transportation service due to academic activities off school schedule or facilities, class interruptions or absences.
3. Late payments (i.e., any payments that are not made within the first ten days each month) will accrue interest at a cumulative monthly rate of 5%.
4. Payments must be made with a check written to Servicios Eton S.A. de C.V.
5. Transportation service fees may change due to serious increases in the minimum current general wage (*salario minimo*), fuel or inflation, or in case of devaluation.

G. PRIVACY NOTE

In order to comply with the current legislation regarding personal information collected by individuals and/or private institutions (*Ley Federal de Protección de Datos Personales en Posesión de Particulares*), which was published in the Federal Government Newspaper on July 5, 2010, we officially inform you that we have taken the necessary measures to protect students' and parents' personal information that may have been requested by the School for transportation purposes.

As of September 30, you may refer to our web site www.eton.edu.mx to learn about our Privacy Policy.

**Acknowledgement of Receipt of the Regulations for
Preschool Transportation Service
Eton School**

August , 2011.

Dear Preschool Parents:

Please find the Preschool Transportation Service Regulations to be applied for school year 2011-2012 attached hereto. We kindly ask you to return this acknowledgement of receipt, properly signed by one of you, to the Transportation Department with Ms. Pia, on the first day of classes.

We have received the General Regulations for School Bus Transportation Service, and we agree to comply with the responsibilities set forth therein.

Students' full name

1. _____
2. _____
3. _____

Parent's or Guardian's name

Parent's or Guardian's Signature

Date: _____