



July 20, 2007

Dear Parents,

Fort Rucker Child and Youth Services (CYS) will offer **after school** bus transportation from Pinedale, Hillcrest, Holly Hill, Harrand Creek and Rucker Boulevard Elementary Schools in Enterprise to the Child Development Center (CDC) and Youth Services (YS) beginning Thursday, August 9, 2007. Bus service will be provided to children enrolled in the Kindergarten (K) or School-Age Services (SAS) After School program on an **everyday** basis.

Parents may enroll in Kindergarten or SAS After School programs at CYS Central Registration, Building 5700, Room 130. Children already registered with CYS may enroll in Kindergarten or SAS After School programs by contacting the CDC at 255-2262 or YS at 255-9108.

**Sign up for bus service** may be completed at the CDC on Wednesday and Friday, July 25<sup>th</sup> and 27<sup>th</sup> or at YS on Tuesday and Thursday, July 24<sup>th</sup> and 26<sup>th</sup> from 4:00 – 5:30 p.m. each day. After the initial sign up, forms may be picked up at YS, CDC or Central Registration during normal operating hours and returned to Kathy Vickers, Building 132, Room 109. Transportation service is limited to CYS bus capacity.

**Parents who need bus service for their child must complete the following forms prior to the first day of bus service.**

1. DA Form 5222, Child Development Services Sponsor Consent
2. Fort Rucker Child and Youth Services Bus Permission Letter (one copy sent to school and one copy maintained by CYS)

**Parents must send the Bus Permission Letter to the elementary school to notify the school their child will ride the CYS bus after school.** The Bus Permission Letter also gives school personnel permission to inform CYS staff if your child is absent or will not ride the bus.

**Absences:** Parents must notify YS at 255-9108 or the CDC at 255-2262 before 2:00 p.m. when their child will not ride the bus. Parents may call the CYS bus cell phone for notification from 2:15 to 3:00. Cell phone numbers will be published separately.

Protocol is extremely important to follow for the safety and accountability of all children. CDC and YS staff will maintain a call-in booklet to document when parents notify CYS their child will not ride the bus. A letter of notification will be given to the parent when three absences have occurred without prior notification to CYS. The letter of notification will restate the parent's responsibility to notify CYS when transportation is not needed and request the parent follow the established protocol in order to continue transportation services. Please notify YS or

CDC in writing two weeks in advance if your child will withdraw from the After School program and will not need bus service.

**Again, it is extremely important for parents to follow this protocol due to the accountability and safety of all children.**

Our CYS mission is to provide quality child and youth program options to the Fort Rucker community. We take pride in providing the highest quality care and services. We are pleased to begin bus service for our CYS patrons. We appreciate your family's participation in CYS programs.

Please contact Kathy Vickers, Program Operations Specialist at 255-1055 or CYS Central Registration at 255-9638 for additional information.

*Pamela S. Williams*

Pamela S. Williams  
Coordinator, Child & Youth Services

**FORT RUCKER CHILD AND YOUTH SERVICES BUS PERMISSION LETTER**

Dear Principal:

Date: \_\_\_\_\_

I hereby give my permission for my child, \_\_\_\_\_  
to ride the after school Child and Youth Services (CYS) bus from  
\_\_\_\_\_ school to the

Child Development Center or Youth Center on Fort Rucker, AL.

I give my permission for Enterprise City School personnel to advise CYS staff, upon their request, of my child's absence, early check out or other pick up information to prevent bus delays.

Thank you,

\_\_\_\_\_  
(PARENT SIGNATURE)

\_\_\_\_\_  
(PARENT NAME PRINTED)

\_\_\_\_\_  
(PHONE NUMBER)