

**CHESAPEAKE SCIENCE POINT  
PUBLIC CHARTER SCHOOL**

7321 Parkway Drive South  
Hanover, MD 21076  
443 757-5CSP  
www.mycsp.org

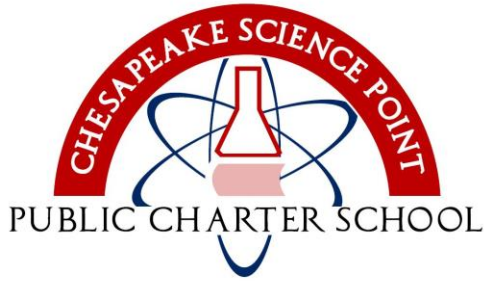
Dear Parents and Guardians,

Many changes are occurring with transportation this year. After receiving your feedback regarding group bus stops, Chesapeake Science Point has decided to work with the bus company to optimize bus routes and stops based on home addresses received in the contracts. Group stops are no longer being proposed.

Here are a few deadlines to consider:

- For your address to be considered during this evaluation, your bus contract, including the \$150 deposit, **must** be submitted by February 22<sup>nd</sup>, 2019.
- To utilize transportation at all, your bus contract, including the \$150 deposit, must be submitted by February 25<sup>th</sup>, 2019.
- Bus routes will be released for parents on February 28<sup>th</sup>, 2019.

We hope to make transportation better every year and your input is valued! If you have any questions, please feel free to reach out to Mrs. Bogden. Her email address is [cbogden@mycsp.org](mailto:cbogden@mycsp.org).



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Dear Parents and Guardians,

Please note that when you submit your contract, you will receive an email confirmation once it is processed. If you do NOT receive a confirmation email, it may be because of one of the following reasons:

- A payment of \$150 was not attached to the contract.
- Your contract was not received.
- You submitted an incomplete contract.

Please know that if you submit an incomplete contract, your spot on the bus will **not** be held until the missing parts are received. All contracts will be accepted on a first come, first serve basis.

If you did not receive an email confirmation and you believe you submitted everything, please contact Ms. Bogden at [cbogden@mycsp.org](mailto:cbogden@mycsp.org). She will address your concerns.

Please sign below to acknowledge your understanding of the above statements. This sheet is part of the contract and must be submitted at the same time.

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Name

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Date



## DROP OFF / PICK UP

Students must be dropped off at their designated bus stop at **least 10 (ten) minutes prior** to the departure time and **(ten) 10 minutes after** designated pick up time. CSP cannot be held liable for any incident that may happen before students board the bus. Similarly, CSP cannot be held liable for anything that might happen after the students leave the bus. It is the responsibility of the student's parent/guardian to be at the bus stop on time or make the necessary arrangements for the student's drop off and pick up from the bus stop.

## EXITING AT DESIGNATED BUS STOPS AND DESIGNATED BUSES

Choosing to ride more than one bus will result in losing transportation privileges. Only one bus stop may be utilized. Exiting and entering the bus at a stop other than the students designated stop will result in loss of transportation privileges.

## CONDUCT

Students are expected to treat each other and the driver with respect and consideration always. Rude, obnoxious, or mean behavior will not be tolerated. The students who are not following the rules and regulations will face consequences, which include but are not limited to "suspension from bus" and "bus contract cancellation". If the bus contract is cancelled, parents are required to provide transportation to and from school. If parents are unable to provide transportation or find a safe way to have their child commute to/from school, the parent will need to register the student at their home school and withdraw from CSP.

## DISCIPLINE POLICY:

In addition to the above, the AACPS student handbook and discipline policies will be in place on all school buses.

## WITHDRAWAL FROM THE SCHOOL:

**For withdrawal from the school, except in the case of a military PCS, the parent is responsible for giving the school a 30 day notice; if no notice is given, ALL PAYMENTS will remain in effect for the entire school year (180 days) and no refund will be issued.** In the case of a military PCS, the parent/guardian must provide a copy of the orders, at which point the remainder of the contract shall be forgiven and no further payment will be due.

## LATE SIGN-UPS:

If a seat on the bus becomes available through the year and you choose to sign up, please know that you are still responsible for the full year total and deposit.

## CONTACT INFO:

For your inquiries please contact **Ms. Bogden by email – [cbogden@mycsp.org](mailto:cbogden@mycsp.org)**

Read the following conditions with your child and initial each box.

Parent's Initial	Student's initial	CSP Bus Service Conditions
		I understand and accept that students are required to follow the rules and procedures always. Bus and bus stops are considered as school grounds and students are to show positive and acceptable behavior as specified in AACPS student code of conduct.
		I understand and accept that students are required to be seated at all times while on the bus. Students are required to remain seated when the bus is in a parking lot, at a bus stop, or on the road.
		I understand and accept that students are required to sit in their assigned seats always. Students are not to change seats or walk around whether the bus is in a parking lot, at a bus stop, or on the road.
		I understand and accept that students are required to respect the bus driver and follow their instructions.
		I understand and accept that students are required to refrain from eating, drinking, and chewing gum on the bus.
		I understand and accept that students are required to keep the buses clean and neat. A student who causes damage to anything on the bus will be billed for the required repair and maintenance.
		I understand and accept that students are required to be at the designated bus stop at least 10 (ten) minutes before the scheduled arrival time of the bus.
		I understand and accept that students are required to respect all others on the bus. They will keep their feet in front of their seat not blocking the aisle and will keep their voice down.
		I understand and accept that students are required to keep their hands and heads inside the bus always and will not stick them out the windows of the bus.
		I understand and accept that students are required to respect other drivers and cars on the road by showing appropriate behavior.
		I understand and accept that students are required to be picked up from their bus stop at their designated time, and once dropped off, it is the parents' responsibility to provide safety supervision to the student.
		I understand and accept that students are required to take care of their belongings on the bus. Neither CSP nor the bus company will be responsible for lost or stolen items.
		I understand and accept that students are required to follow the school's cell phone and electronic device use policy. Cell phones may ONLY be used to inform parents about pick up times. Other than that, texting, making phone calls, and connecting to the internet are not allowed.
		I understand and accept that students are required to use the same bus and bus route that is selected in this bus contract, always.

\_\_\_\_\_  
Signature of Parent(s)/Guardian(s)

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**Please note:**

Bus riding privileges may be denied for the remainder of the school year if your child demonstrates that s/he is unable to follow the rules.

I/We, the undersigned parent(s)/guardian(s), have read this Bus Contract in its entirety and request bus service for the student listed above according to the payment schedule. I/We agree to pay the entire annual rate regardless of whether my/our child rides the bus daily. I/We will designate the regular bus stop for my/our child. I/We understand that any breach of the bus rules or AACPS Code of Conduct will result in disciplinary action. Cases that are more serious and/or repeating violations may result in denial of bus privileges. **THE BUS RULES ARE IN EFFECT FOR THE SAFETY OF EVERYONE ON THE BUS AND WILL BE ENFORCED AT ALL TIMES.** I/We agree to accept liability for any actions resulting from vandalism or misuse of school property.

CSP reserves the right to cancel this contract anytime if payments are not made on time and/or outstanding balances exist. If this bus contract is cancelled, parents are required to provide transportation. If parents are unable to provide transportation or find a safe way to have their child commute to/from school, the parent will need to register the student at their home school and withdraw from CSP.

CSP reserves the right to withhold dress-down days and school activities if payments are not made on time and/or an outstanding balance exists.

CSP and the Bus Service Provider are not responsible for late pick-ups and drop-offs due to traffic or inclement weather.

CSP will send a written confirmation (email) to confirm that this bus contract is received, processed, and a seat is reserved for the student. Without the confirmation, students will not be allowed to utilize bus services. **Submission of a bus contract without receipt of a written confirmation (email) from CSP will not guarantee services.**

In addition, CSP reserves the right to remove a student from the bus should their behavior violate the rules of this contract.

This Bus Contract is executed by and on:

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent(s)/Guardian(s)

\_\_\_\_\_  
Date

**Please indicate below if your student/s are on Free or Reduced Lunch. Please circle. This will allow CSP to determine the appropriate payment plan for your family.**

**FREE**

**REDUCED**

**NOT APPLICABLE**

**2019 – 2020 Payment Schedule for CSP’s Bus Transportation – Full Amount for one student NOT on Free/Reduced Lunch**

Service Schedule	Payment Amount	Payment Due Date
Non-refundable Registration Fee (per student)	150.00	February 25, 2019
August-September	150.00	July 25, 2019
September-November	150.00	September 25, 2019
November-January	150.00	November 25, 2019
January-March	150.00	January 24, 2020
March-June	150.00	March 18, 2020

\*Please note that payment amounts due are subject to change with each school year to meet the needs of incoming students and transportation costs.

I/We agree to the above payment schedule:

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

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

**PLEASE RETAIN A COPY OF THIS PAGE FOR YOUR RECORD**

Payment must be made and received by the due date. Late payments are subject to a \$15 late fee. A \$15 return check fee will be assessed for any payment returned by your bank. Please make **ALL CHECKS PAYABLE TO Chesapeake Science Point**. Failure to make payments will result in a denial of service until your account is brought current.

**2018 - 2019 Payment Schedule for CSP's Bus Transportation – Reduced Lunch Amount**

Service Schedule	Payment Amount	Payment Due Date
Non-refundable Registration Fee (per student)	150.00	February 25, 2019
August-September	130.00	July 25, 2019
September-November	130.00	September 25, 2019
November-January	130.00	November 25, 2019
January-March	130.00	January 24, 2020
March-June	130.00	March 18, 2020

\*Please note that payment amounts due are subject to change with each school year to meet the needs of incoming students and transportation costs.

I/We agree to the above payment schedule:

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

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

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**2018 - 2019 Payment Schedule for CSP's Bus Transportation – Free Lunch or Families with more than one student**

Service Schedule	Payment Amount	Payment Due Date
Non-refundable Registration Fee (per student)	150.00	February 25, 2019
August-September	110.00	July 25, 2019
September-November	110.00	September 25, 2019
November-January	110.00	November 25, 2019
January-March	110.00	January 24, 2020
March-June	110.00	March 18, 2020

\*Please note that payment amounts due are subject to change with each school year to meet the needs of incoming students and transportation costs.

I/We agree to the above payment schedule:

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

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

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Payment must be made and received by the due date. Late payments are subject to a \$15 late fee. A \$15 return check fee will be assessed for any payment returned by your bank. Please make **ALL CHECKS PAYABLE TO Chesapeake Science Point**. Failure to make payments will result in a denial of service until your account is brought current.