

Riverview Christian Early Learning Center

3301 Stoudt's Ferry Bridge Road • Reading, PA 19605

Phone: (610) 921-0285 • Fax: (610) 921-0537

Before and After School Bus Procedures

- **Bus times are 8:26am and 3:40pm.** Transportation requests that the children are ready and waiting at the bus stop at least 5 minutes before pick-up time.
- **Sign your child in and out** by writing the arrival and departure times and signing daily. Contact must be made with the teacher to indicate the switch of supervision responsibilities.
- **The front parking lot will be closed twice a day.** First from about 8:20am until the children are safely on the bus. Second from about 3:35pm until the children are safely in the building. (These times are subject to change based on the arrival times of the bus.) Parents are encouraged to park in the upper lot during these times.
- **Children are to be picked up in their classroom.** We prefer parents wait in the classroom and not at the bus stop, in order ensure the smoothest transition possible.
- **Notify the teachers or office staff** if someone other than a parent or guardian will be picking up your child or if your child will be absent. Please remind that individual to bring photo ID.