

**JCC Camp Grossman Busing Procedures**  
**Summer Telephone: (781) 329-9300**

Enclosed is your camper's **Bus Tag** which indicates each camper's *bunk, bus and stop number*. This tag should be **attached** to the camper's **backpack** so that it is easily readable. If you wish to make a permanent bus stop change, please call the summer camp office at (781) 329-9300. If the change is approved, please make sure that you change your child's Bus Tag with pen, indicating the revised Bus Number and/or Bus Stop.

Also enclosed is the **Bus Itinerary**, which outlines the approximate times that the bus should arrive, morning and afternoon. Please be at the bus stop at least 10 minutes early and be prepared to wait 10 minutes after the time listed. After the first 3 days of camp, the bus times should be more consistent. Note that traffic patterns can alter the bus times on any day. It is also helpful if you get your child on the bus as quickly as possible when the bus arrives, as this can affect arrival times further on in the route. For your child's safety, no parents are allowed to board the bus. There are no exceptions!

It is not necessary to call the camp or the Bus Counselor to let us know if your child is not coming to camp. Bus Counselors take attendance on each bus and are instructed to wait at each stop for only 1 minute if there is no one at the stop. Bus attendance and Bunk attendance (taken every day) can be cross-checked if needed.

- If you need to change your child's bus for only a day we require that you **send a note, marked "OFFICE" with your child to give to the Bus Counselor and call the Office BEFORE 2:00 P.M. on that day.** Some requests may be refused if there is no space on the bus. We will hold fast to the 2:00 P.M. rule, as logistically it is too difficult to make changes after that time. We will NOT accept notes that give instructions for bus changes for any day other than the current day or the next day. Our procedure is clear: **If you want to make a change, you must send a note and call every day a change is necessary.** We apologize for any inconvenience, but given that we transport hundreds of campers each day, we cannot keep track of numerous advance individual requests.

If you are bringing your child to camp, please remember that **cars are not allowed in the parking lot** (for safety reasons) **between 8:15 and 9:25 A.M.** while the buses arrive. Conversely, if you want to pick up your child from camp, **cars are not permitted into camp between 3:00 and 4:15 P.M.** while the buses depart camp. If your child comes late to camp, please park in the bus parking lot and check your child in at the Office. We will inform the Bus Counselor to expect your camper on the bus in the afternoon and we will escort your child to his/her activity. If you are picking up your child early from camp, a note and phone call before 2:00 P.M. is needed. We will then inform the Bus Counselor not to expect your child on the P.M. bus. Please park in the parking lot, then come to the office to pick up your child. You must **sign out** with the **office staff before leaving camp with your child.**

If there is an emergency and you will not be at the bus stop in the P.M., we ask that you call the camp as soon as possible. We will try to contact the bus and keep your child on the bus with the Bus Counselor. It is your responsibility to be at the bus stop 10 minutes before the designated time.

If you have any questions about these procedures, please call and speak with our Transportation Director at (781) 329-9300.

A permission slip for your child to walk home from the bus stop is at the bottom of this sheet. Please complete and return this only if this is something you desire. If you **do not want** your child to walk home, you **need not** send back this slip.

**Complete below, detach & send to camp with Bus Counselor in an envelope marked "Office" ONLY if you give you child permission to walk home**

(Please print)

Camper Name \_\_\_\_\_ Bus # \_\_\_\_\_ Stop # \_\_\_\_\_ Family# \_\_\_\_\_

Camper Name \_\_\_\_\_

Home Phone (     ) \_\_\_\_\_ Cell Phone (     ) \_\_\_\_\_

I give my son/daughter permission to walk home for the bus stop.

\_\_\_\_\_  
CLEARLY Print Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature