

WOODSIDE PRIORY SCHOOL TRAIN VAN

August, 2006

Dear Parents,

This letter outlines the train van program for the school year 2006/2007 .

The charges for the Train Van are:

- \$300 per semester for the morning train van service only
- \$300 per semester for the afternoon train van service only
- \$500 per semester for both morning and afternoon train van service (Round Trip)

You may register your student for the Train Van by completing the included **TRAIN VAN PERMISSION FORM** and returning it with the appropriate first semester payment by **Thursday August 24, 2006** to:

**Business Office/Train Van
Woodside Priory School
302 Portola Road
Portola Valley, CA 94028**

THE PROGRAM

There are three morning vans available for a total of 21 Priory students, and two vans for 14 students on the afternoon trip. As in past years, the first priority for the train vans is for those students taking Cal Train, Sam Trans or crossing the Dumbarton Bridge. If there are spaces available after these students are registered, then local students living near the Menlo Park train station can be accommodated.

First semester train van service begins on Wednesday, August 30th. As this is a Tuesday schedule, the vans will meet the 7:30 train. (Please let us know in advance if you are driving your son or daughter to or from the Priory the first few days of school.)

MORNING VANS:

MENLO PARK TRAIN STATION PICK UP: Priory vans will pick up students at the Menlo Park train station on Merrill Street and Santa Cruz Avenue.

Pick up schedule for Monday, Tuesday, Thursday and Friday mornings: The first van will leave as soon as it is filled (approximately 7:30 am). The second van will leave promptly at 7:45 am or as soon as the train has arrived.

Pick up schedule for Wednesday mornings The first van will leave as soon as it is filled (approximately 8:30 am). The second van will leave promptly at 8:45 am or as soon as the train has arrived.

LATE ARRIVALS: If your child arrives late to the train station and the vans have left for the Priory, please take them on to the school. We will not be able to send a van to pick up a student who is late. ***If your child is going to be late to the train station call us on the van's cell phone: 650-619-8223.***

AFTERNOON VANS:

Vans will leave the Priory from the Science Building on the upper campus.

On Mondays through Thursdays the vans leave at 3:15 and 4:10 PM.

On Fridays the first van will leave 2:40 PM and the second van will leave at 3:20 PM.

On early dismissal days the first van will leave for the train station approximately 15 minutes and the second van will leave 30 minutes after school has been dismissed.

Students taking the train from Menlo Park will be accommodated on the first afternoon van. Those students commuting from the local area may be asked to take the second van. If your child has a need (doctor's appointments, for example) to be on the first van, please contact us in advance. Otherwise, please try to schedule appointments according to the second van schedule.

SPECIAL NOTES:

- On Final Exam days, only the morning train vans will be operating.
- The vans cannot make special stops on the way to or from the train station.
- All students are expected to adhere to the Train Van guidelines at all times.
- If you have questions about the Train Van, call me at 650/851-8223 (office) or 650/619-8223 (Cell).

Al Zappelli, Director of Admissions

**WOODSIDE PRIORY SCHOOL
TRAIN VAN
BEHAVIOR GUIDELINES 2006-2007**

WHEN RIDING THE TRAIN VAN, THE FOLLOWING GUIDELINES ARE TO BE OBSERVED.

Courteous and respectful conduct toward the driver, other vehicles on the road as well as the passengers in the van is expected at all times.

- Students are to remain seated and must have seatbelts fastened at all times.
- Students should talk in normal voices and should not shout and yell.
- Students should not harass, tease or threaten other students.
- Students should not act in a manner that may cause harm or injury to another student or passenger.
- Students should not act in a manner, which may cause harm or injury to another vehicle.
- Eating or drinking is not allowed in vans.
- Students are responsible for keeping the area they sit in clean.
- The driver of the van will determine the riders for the trip.

VIOLATIONS will be reported to the Dean of Students by van drivers and will result in the following consequences:

- 1st Offense 1 week suspension from van/parents notified.
- 2nd offense Loss of van privileges for the remainder of the school year.

Riders are expected to abide by these guidelines at all times.

Thank you.

Woodside Priory School

MENLO PARK TRAIN VAN – PERMISSION FORM

To enroll your child(ren) in the Train Van program, please complete this form and return it to the Priory Business Office with the first semester payment on or before Thursday August, 24th. (If you are enrolling more than one child, please copy and fill out a Permission Form for each child.)

STUDENT NAME: _____

DAY TELEPHONE: (_____) _____ - _____

BEST CONTACT/ADDRESS FOR EMAIL NOTIFICATIONS: _____

EMERGENCY TELEPHONE: (_____) _____ - _____

This Student will ride the Train Van:
(For round trip riders, check both morning and afternoon)

_____ in the morning from the Menlo Park Train Station

_____ in the afternoon to the Menlo Park Train Station

- I/we, the parents/guardian(s), of the above named student, request that Woodside Priory School allow my son/daughter to ride the school van to and from the school.
- I/we hereby release and save harmless Woodside Priory School and any of its employees from any and all harm arising to my/our son/daughter as a result of this activity.
- I/we have reviewed the **Train Van Behavior Guidelines** with our child and that he/she understands the importance to adhere to these guidelines as well as those outlined in the Parent-Student Handbook under Student Conduct.

Enclosed is our first semester payment of (Please circle your payment enclosed):

\$300 ONE WAY

\$500 ROUND TRIP

Parent/Guardian _____ and/or Parent/Guardian _____

Dated: _____

Please let us know if you will bringing your child directly to the Priory the first week of school.

Thank you.

Return to:
Woodside Priory School
Business Office/Train Van
302 Portola Road
Portola Valley, CA 94028