

WAYLAND • PUBLIC • SCHOOLS

WAYLAND, MASSACHUSETTS

Phone: (508) 358-3753

www.wayland.k12.ma.us

FAX: (508) 358-7708

March 28, 2017

Dear Parent/Guardian:

School bus registration is now open for the 2017-2018 school year. **All families who choose school bus transportation, whether town-paid or fee-based, must register on or before June 30, 2017.**

Students in Kindergarten through grade 6 living more than two miles from their districted schools are eligible to receive town-paid transportation. Students in Kindergarten through grade 6 living less than two miles from their districted schools and all students in grades 7 to 12 are eligible for fee-based transportation, based on space availability.

The transportation fee for the 2017-2018 school year is \$300 per student and is capped at \$850 for a family with three or more student riders if registration is postmarked or submitted on-line **on or before June 30, 2017**. Registrations submitted **after June 30, 2017** will increase to \$400 for an individual pass and to \$1,150 for the family cap of three or more student riders.

For your convenience, there are two ways to register for school bus transportation: On-line Registration and Mail-in Registration:

On-line Registration - Register for school bus transportation and pay the transportation fee on-line via UniPayGold **on or before June 30, 2017** <https://unipaygold.unibank.com/Default.aspx?customerid=741>. There is a charge for payment by electronic check and an additional fee for payment by credit or debit card. For more information, the fee schedule is posted on the WPS website.

Mail-in Registration - Complete the 2017-2018 School Bus Registration form found at http://www.wayland.k12.ma.us/administration/student_transportation and deliver the form **on or before June 30, 2017** with a check made out to "Wayland Public Schools" to the Transportation Office, Wayland Public Schools, 41 Cochituate Road, Wayland MA 01778-0408. Forms will also be available in the Transportation Office.

Financial assistance is available for eligible families. The application form and information about financial assistance is available on the Student Transportation Page on the school district's website. Please submit your application for financial assistance **on or before June 30, 2017**.

Late registration is subject to the availability of space regardless of town-paid or fee-based status. Bus routes and bus stops are based on registrations received by **the June 30, 2017 deadline**.

Bus passes will be issued by the end of August, 2017 upon payment in full, qualification for free service (K-6 students who reside more than two miles from their school), or approval for financial assistance (completed application required for determination of approval). For the safety of all, student riders will be asked and must present bus passes to drivers before boarding.

For more information about school bus transportation, please contact the Wayland Public Schools Transportation Coordinator, Dianne Potter, at dianne_potter@wayland.k12.ma.us.

Sincerely,

Susan Bottan
School Business Administrator

Wayland Public Schools 2017-2018 School Bus Registration

All families who choose school transportation, whether town-paid or fee-based, must register for school bus transportation on or before June 30, 2017. Students in Kindergarten through grade 6 living more than two miles from their districted schools are eligible to receive town-paid transportation. Students in Kindergarten through grade 6 living less than two miles from their districted schools and all students in grades 7 to 12 are eligible for fee-based transportation, based on space availability.

The transportation fee for the 2017-2018 school year is \$300 per student and is capped at \$850 for a family with three or more student riders if registration is postmarked or submitted on-line on or before June 30, 2017. Registrations submitted after June 30, 2017 will increase to \$400 for an individual pass and to \$1,150 for the family cap of three or more student riders.

Registration is subject to space availability, regardless of town-paid or fee-based status. Bus routes and stops are based on registrations received by the June 30, 2017 deadline. For more information about school bus transportation, please contact the Wayland Public Schools Transportation Coordinator, Dianne Potter, at dianne_potter@wayland.k12.ma.us.

To register for school bus transportation for the 2017-2018 school year, please provide the following information:

Parent's/Guardian's Last Name _____ Parent's/Guardian's First Name _____

Street Address _____ Email Address _____

Home Phone _____ Cell Phone _____ Work Phone _____

Student Last Name	First Name	Grade for 2017-2018	School	Fee Amount or Free Indicate for Each Student
1)				
2)				
3)				
4)				

Please check all boxes that apply:

The student(s) named above is registering for fee-based transportation. **Full payment of \$300 for each rider (with a family cap of \$850 for three or more riders) is enclosed.**

The student(s) named above is **eligible for town-paid transportation.** Students in Kindergarten to grade 6 living two miles or more from their districted school are eligible for town-paid transportation, based on space availability. Bus routes and bus stops are based on registration addresses received by the June 30, 2017 deadline.

I am requesting **consideration for financial assistance.** I understand my student(s) will be registered for transportation but will not receive a bus pass until the application for financial assistance has been approved and full payment of any reduce fees, if applicable, has been received by the Wayland Public Schools.

Additional Information Required for Kindergarten Students:

My Kindergarten student is attending Full Day Kindergarten or the afternoon BASE program and will be taking the 3:00 pm bus. (Kindergarten students not attending Full Day Kindergarten or the afternoon BASE program will travel home on the Mid-Kay Kindergarten Bus.)

Signature of Parent/Guardian _____ Date _____

**Please submit the Bus Transportation Form and payment, if applicable, on or before June 30, 2017 to
Wayland Public Schools, Student Transportation Office, 41 Cochituate Road, Wayland, MA 01778**

WAYLAND PUBLIC SCHOOLS Financial Assistance Program for 2017-2018 (Excluding Free and Reduced School Lunch Program)

Financial Assistance Program Overview

Financial assistance is available to families enrolled in Wayland Public Schools earning less than double the Federal Poverty Guideline and reduced fees for families earning less than three times the Federal Poverty Guideline. Wayland Public Schools has created a centralized application process to provide families with financial assistance for transportation fees and all other school-related fees as noted in this overview, except the School Lunch program. The benefits of centralizing financial assistance applications for families seeking relief from various program fees include:

- Providing a single point of contact and determination of eligibility within the district
- Applying a standard methodology of determination for eligibility for all programs across the district
- Ensuring a standard of confidentiality throughout the district

To apply to the Free and Reduced Price Lunch Program parents/guardians must complete a separate application with the Food Service department found on the Wayland Public Schools website at <http://www.wayland.k12.ma.us/>. For more information about the Free and Reduced Lunch Program, please call Cheryl Judd, Food Service Director at 508-358-7904 or email at Cheryl.Judd@wayland.k12.ma.us.

Participating Programs

Financial Assistance Applications are available for each school year after May 1 for transportation, athletics, elementary instrumental music, FDK, BASE, Pegasus and laptop maintenance programs. Students receive a 100% waiver for these programs (excluding FDK, BASE and Pegasus) if the family income is at or below the 185% reduced lunch level of income. Students receive a 50% waiver for these programs if family income is between the 185% and 300% income levels.

For any school year, full day kindergarten tuition assistance is limited to \$3,000 for any one family and to a total of \$15,000 in program funds. Families who receive a waiver for FDK are required to pay the difference between the total tuition fee for FDK less the financial waiver for either 100% or 50%. A 100% financial waiver for a family who has not received prior FDK financial assistance is the total cost of FDK less a \$3,000 waiver. A 50% financial waiver for a family who has not received prior FDK financial assistance is the total cost of FDK less a \$1,500 waiver. Financial waivers are processed and determined based on the date received.

In any school year, BASE tuition assistance (including Extended Day Kindergarten) is available to eligible families for up to \$3000 per family and to a total of \$24,000 in program funds. See Full-day Kindergarten tuition assistance above for additional information.

Pegasus tuition assistance is available to eligible families for up to the cost of enrolling one child in the prime-time program (9am-1pm) for each 3-week summer session to a total of \$7,500 in program funds for the 6-week summer program.

The Financial Assistance Program does not include the fees for school lunch, student parking at Wayland High School, the tuition for the Children’s Way, WSCP Enrichment Programs, test fees, and optional field trips and student travel programs. Program leaders for the optional student trips may know of funding sources that provide scholarships; however, if there is no alternative funding source, the student is responsible for the full cost of the trip.

Determining Financial Assistance

The district’s financial assistance program offers a prorated subsidy for households earning less than 300% of the US Department of Health and Human Services Poverty Guidelines posted at their website, [Http://aspe.hhs.gov/poverty](http://aspe.hhs.gov/poverty)). The US Department of Agriculture uses these guidelines to determine the Free and Reduced Lunch eligible income levels. No additional financial assistance for the School Lunch program, other than that offered under the USDA National School Lunch program guidelines, is offered by the Wayland Public Schools.

The School Committee has taken the poverty level and expanded it to better match our community’s income level and assist families whose income is greater than those established by the Free and Reduced Lunch Guidelines with fees that are assessed for a variety of activities.

On January 26, 2017 the US Department of Health and Human Services published next year’s income guidelines. The updated income chart, including the additional income level (above the Reduced Lunch Guidelines) approved by the School Committee follows:

Persons in Family or Household	48 States (Contiguous) & DC	Free Lunch 130%	Reduced Lunch 185%	Wayland Additional Fee Waivers	50% Fee Reduction 300%
1	\$12,060	\$15,678	\$22,311		\$36,180
2	\$16,240	\$21,112	\$30,044		\$48,720
3	\$20,420	\$26,546	\$37,777		\$61,260
4	\$24,600	\$31,980	\$45,510		\$73,800
5	\$28,780	\$37,414	\$53,243		\$86,340
6	\$32,960	\$42,848	\$60,976		\$98,880
7	\$37,140	\$48,282	\$68,709		\$111,420
8	\$41,231	\$53,600	\$76,277		\$123,693
Each additional, add	\$4,180	\$5,434	\$7,733		\$12,540

SOURCE: *Federal Register*, January 26, 2017

<http://aspe.hhs.gov/poverty/16poverty.cfm#thresholds>

Process for Applying for Financial Assistance

The application is available online and copies are available from the Business Office. The Business Office processes applications as they are submitted. Due to the volume of applications at registration periods, it can take up to three (3) weeks to have an application processed from receipt of the application to final notification of parents and program directors. Every effort is made to process these applications as quickly as possible.

Wayland's financial assistance program determinations are based solely on household income. **To apply for financial assistance for transportation, athletics, instrumental music, full day kindergarten (maximum of \$3,000 for any family and total FDK program funds of \$15,000 annually), BASE, Pegasus and laptop maintenance program fees, parents/guardians must complete the following three steps:**

1. Complete the application and provide copies of documentation requested. Documentation of household income includes, but is not limited to the following:

- Copy of most recent IRS Form 1040, pages 1 & 2, for all wage earners supporting the child/children
- Copy of supporting documentation (section from divorce decree) pertaining to child support and alimony
- Copies of unemployment and paycheck stubs only if changes have occurred since the most recent tax filing
- Copy of most recent Transitional Assistance Benefits letter, if applicable
- Copy of Supplemental Security Income (SSI) and Disability Income
- Copy of Unemployment Compensation and severance pay

2. Indicate on the application the programs for which you are seeking financial assistance:

- Wayland Athletic Program
- Wayland BASE Program
- Wayland Pegasus Program
- Wayland Laptop Maintenance Program for Wayland High School
- Wayland Laptop Maintenance Program for Wayland Middle School
- Wayland Elementary Instrumental Music Program
- Wayland School Bus Transportation Program
- Wayland Full Day Kindergarten Program (Please note: Financial assistance is limited to \$3,000 maximum for any one family and \$15,000 annually for the program)

3. Submit the completed forms to the School Business Administrator at the following address:

School Business Administrator
Wayland Public Schools
41 Cochituate Road
Wayland, MA 01778

The Financial Assistance application is based solely on household income and does not take into account mortgage payments, property value (unless zero income is reported), college tuitions, or household expenses. Foster children are considered a household and are not included as a member of the family with which they reside or in the household income of the custodial parent. Non-custodial parent income is considered when that parent receives the tax deduction for the dependent and there is no record of child support.

The program will ask for and require documentation of income from parties who do not reside with the household but who are providing financial support, particularly if there is no documentation regarding the status of child support or death certificate or district knowledge of a deceased parent. Guardianship and foster child status must also be provided if not already a matter of student record.

All application information is kept confidential and not included in any student file. Upon receipt of a completed application, the Business Administrator will review the application, make a determination, send a notification by letter to the family, and notify appropriate School Department personnel of any fee reductions granted. For more information about the Financial Assistance Program, please call Susan Bottan, School Business Administrator at 508-358-3750 or email at Susan_Bottan@wayland.k12.ma.us.