



**DEPARTMENT OF DEFENSE  
DEPENDENTS SCHOOLS  
OFFICE OF THE DIRECTOR, EUROPE  
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March 31, 2003

**MEMORANDUM FOR SUPERINTENDENTS  
THROUGH: DIRECTOR, DODDS-EUROPE**

**SUBJECT: DoDDS-E Policy--Escorting Students between School and CDC**

As a follow-up to the recommendation made at the February 25, 2003 Superintendent's meeting, this memo is to clarify and re-state the position on how students who attend the Child Development Centers or other School Aged Care (hereafter referred to as the CDC), before and after school shall get to and from school when the CDC is within the walking zone of the school.

**ISSUE:** When the CDC is within the "walking zone" of the school, transportation is not authorized. Young children however, must be escorted to and from school and the CDC to ensure safety. On occasion there are children with disabilities who attend the CDC. They also walk to and from school the same as their non-disabled peers unless their disability prevents them from doing so. If the child with an IEP needs transportation as a related service to get to school because of their disability, not out of convenience to the sponsor, transportation may be authorized. Local transportation personnel should be included in the IEP meeting when the CSC is considering transportation as a related service.

DoDDS-Europe cannot develop policy that requires the CDC to escort children from the CDC to the school and pick them up after school ends. Usually CDCs and schools coordinate this activity jointly at the beginning of the school year and establish who will escort the students from the school at appropriate times before and after the school day. One workable solution is for the CDC personnel to walk the students to school and the school personnel to walk them back to the CDC at the close of the school day. This shared responsibility may need to be revisited from time to time to ensure smooth continuation of escort services. Student safety is our ultimate concern.

In conjunction with CSP Goal 4: Partnerships, it seems reasonable and appropriate to establish a collaborative relationship with the local CDC. District superintendents and school principals should make every effort to meet with CDC directors to establish a working relationship and make decisions about how the responsibilities of escorting students will be shared. This shared responsibility isn't always equal. There will be times when compromise on the part of one party or the other may be necessary. In the spirit of the partnership we need to do our part to ensure students get to school, have access to their educational programs, and are always safe.

When issues arise between the school, the parents, and the CDC, it will be necessary for the principal (or ultimately the superintendent) to intervene and resolve the issue at the lowest possible level.

  
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