

May 2024

To All Interested Summer 2024 Driver Education Students:

The following is information that you will need to review in order to successfully complete the Summer 2024 Driver Education that will be offered through Columbia High School.

**Please review the schedule (if you have not done so already) that is at the end of this packet. If you cannot make all sixteen (16) classroom instruction AND car instruction times, please wait until a future class is offered or contact Mr. Tooker with specific concerns.**

Details regarding the selection of car instruction is available later in this packet.

A maximum of four (4) students per car is permitted.

***Therefore, there are only sixteen (16) spots currently available for the Summer 2024 Driver Education program. (There are 20 spots; however, four have been reserved for waitlisted students from the spring.)***

**The cost for students to enroll in this class to complete the class is \$500.00.**

**The cost is based on a minimum of sixteen (16) students enrolled in the summer session – the cost covers the instructor’s fees and fuel/insurance for the vehicle. All checks will be deposited on or shortly after Friday, June 7, 2024.**

**NO CASH, CREDIT CARDS, DEBIT CARDS, VENMO, OR PAYPAL CAN BE ACCEPTED. CHECKS OR MONEY ORDERS ONLY.**

***Full payment is due at the time of registration.***

**Also, please note – NO REFUNDS CAN BE GIVEN AFTER THURSDAY, JUNE 27, 2024. ONCE CLASS HAS STARTED, WE ARE OBLIGATED TO PAY THE INSTRUCTOR. IF YOU DECIDE NOT TO TAKE THE CLASS BEFORE THURSDAY, JUNE 27, 2024, YOU WILL NEED TO FOLLOW THE REFUND POLICY ON PAGE 5 TO RECEIVE A REFUND.**

In order to obtain your MV-285 certificate, you will need to fulfill all of the following requirements, which are based on contact hours:

1. Students must be at least 16 years old and have a valid learners permit/license by July 1, 2024. ***A copy of your learner's permit / license must accompany your paperwork when it is submitted, unless you are turning 16 and/or obtaining your permit between the time of your registration and July 1, 2024. In that case, follow the instructions on the registration pages later in this packet.***

***Per New York State regulations, students must be sixteen (16) years of age on or before July 1, 2024. Students who turn 16 on or after July 2, 2024 are ineligible to take the Summer 2024 course.***

2. Attend twenty-four (24) hours of classroom time.  
**Please review the schedule at the end of this packet for classroom times.**
3. Complete twenty-four (24) hours of driving / observation time.  
**Please review the schedule at the end of this packet for car instruction times.**

4. ***Please note that you are required to attend all of the classroom sessions and all of the car sessions. If you are absent from any classroom time, you will be required to make up these missed sessions. You will need to work out classroom and in-car absences with Mr. Tooker.***

***Please note – each student will be given one (1) opportunity to make up a missed class, free of charge. Any additional missed car sessions will cost \$40.00 per missed session, in order to pay for the additional instructor's fees and fuel for the vehicle.***

**Excessive absences will jeopardize your chances of passing the course and obtaining the MV-285 (Blue Card).**

**Excessive absences will probably make you ineligible to receive an MV-285 certificate.**

**Please plan accordingly now – please don't have conflicts! Sports, dance, work, vacations, etc... all other activities and their conflicts must be worked out PRIOR to enrollment in this course.**

5. Students are expected to follow the school rules (Columbia High School's Code of Conduct) and the rules set forth by Mr. Tooker during class time and in-car instruction time.

6. Registration forms will be accepted starting Thursday, May 16, 2024.  
**Registration is first come, first served.**  
Registration forms and money are needed **NO LATER** than Friday, June 7, 2024.  
*(It is very likely that the class will fill up well before this date.)*

- a. The registration form and class selection forms on the next pages must be completed.  
All information must be filled in or it will be returned to you and it will delay your registration.

**Be sure to include a copy of your permit/license. (If you are getting a permit between 5/15/24 and 7/1/2024, you need to enclose a note in your registration as to when you are getting your permit!)**

Make sure you choose your selections for in-car instruction – read that page carefully later for instructions.

- b. A check or money order, made out to “East Greenbush CSD”, in the amount of \$500.00.
- c. Both the student and the parent/guardian must **read and sign** the registration form.

*If you have successfully registered for this course, you will receive an email from Mr. Tooker on or before Friday, June 7, 2024, confirming your registration and providing you with more information.*

*This would include waitlisted students.*

8. Parents/Guardians – if you have questions or concerns, email me at TookerJe@egcsd.org.  
I will return your email promptly.

**YOU MAY DROP THE FORMS OFF TO THE MAIN OFFICE AT COLUMBIA HIGH SCHOOL.**

**ALSO NOTE – THERE WILL BE A MANDATORY VIRTUAL MEETING FOR ALL STUDENTS AND ALL PARENTS/GUARDIANS ENROLLED IN THE COURSE ON:**

**WEDNESDAY, JUNE 19, 2024 AT 8:00 PM VIA GOOGLE MEET.**

**PLEASE MAKE PLANS NOW TO ATTEND THAT VIRTUAL MEETING.**

### Frequently Asked Questions:

Q: Who can sign my MV-262 (Certification of Supervised Driving) for my road test?

A: Mr. Tooker cannot sign this form. We are not a driving school. We are a public school. The parent/guardian or a private instructor must sign them.

Q: When will we get our MV-285 (Blue Cards) certificates?

A: You will likely receive them on or before the week of September 8, 2024. They will be available for pick up in the Main Office at Columbia. Those not picked up will be mailed to the address that you fill out on the registration form.

Q: What should I do if I want to take a road test BEFORE I get my MV-285?

A: You'll need to take the 5-Hour NYS Pre-licensing Course.

Q: What happens if I lose my MV-285?

A: You'll need to request a replacement.  
This does take some time, so try not to lose yours!

Q: How many students must be enrolled for the program to operate?

A: **A minimum of sixteen (16) students must enroll in order for this program to operate.**

## **Out of District / Out of Building Enrollment Policy**

The order that students will be placed in the class is first come, first served.

However, the order will go as follows:

Students who are enrolled at Columbia High School will be seated **first**.  
(This includes students who may be Columbia High School students but may in other programs, such as New Visions, BOCES, etc.)

Students who are residents of the East Greenbush CSD but are enrolled at other schools (private, parochial, etc.) will be seated **second**.

Students who are not residents of the East Greenbush CSD and are enrolled at other schools (public, private, prochial, etc.) will be seated **third**.

## **Refund Policy**

If you choose to drop this class, you can receive a full 100% refund between the time you register and Thursday, June 27, 2024.

If you drop after Thursday, June 27, 2024, it will be tough to get you a refund.

***If you register for the class, and are still enrolled after Thursday 6/27/2024, you will probably not receive a refund.***

***We will have to pay our instructor based on number of enrollees.***

If you would like a refund, you'll need to email Mr. Tooker at [TookerJe@egcsd.org](mailto:TookerJe@egcsd.org) for additional details.

## **Wait List**

When registration exceeds twenty (20) students, information will be relayed to those on the wait list.

**Once we get to the first week of class, and there is not room for your student, checks and registration forms will be returned to the parent/guardian who is on the paperwork.**



**We have read the attached information and agree to abide by the policies the East Greenbush CSD Code of Conduct and all policies listed on the information pages earlier in this packet while enrolled in the Spring 2024 Driver Education class. We understand that failure to comply with either set of policies and procedures may result in removal from the class.**

Signature of Student: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Student Email Address:** \_\_\_\_\_

**Parent Email Address:** \_\_\_\_\_

Preferred (not guaranteed) times for in-car instruction:

Using a "1" for your first choice, a "2" for your second choice, onward to a "4" for your last choice, please choose the day that you would prefer to receive in-car instruction.

Please review the schedules on the next pages. Please check your personal schedules against the schedule on the next pages to check and make sure that you can make each and every session of in-car instruction.

***If you absolutely cannot do one of the sessions, cross it out completely.***

***PLEASE BE AWARE THAT NOT BEING AVAILABLE FOR CERTAIN SESSIONS MAY PUSH YOUR APPLICATION TO THE WAITING LIST. REGISTRATION IS FIRST COME, FIRST SERVE.***

The time that you pick is not 100% guaranteed.  
The times are, generally speaking, first come, first serve.

There are sixteen (16) spots available for Summer 2024:

\_\_\_\_\_ Car # 1 - 7:00 am to 8:30 am

\_\_\_\_\_ Car # 3 - 11:30 am to 1:00 pm

\_\_\_\_\_ Car # 4 - 1:00 pm to 2:30 pm

\_\_\_\_\_ Car # 5 – *PLEASE REVIEW SCHEDULE AT THE END OF THIS PACKET FOR THIS CAR'S SCHEDULE.*

A reminder that the 11:30 am car people and 1:00 pm car people need to either wait outside of Columbia HS until their car starts (rain or shine) *OR* leave and come back (*probably a better idea*) after classroom instruction ends at 10:00 am.

A reminder that the Car 5 people car people need to either wait outside of Columbia HS until their car starts (rain or shine) OR leave and come back (probably a better idea) for the 8:30 am classroom instruction.

**SUPERVISION IS NOT AVAILABLE INSIDE OF COLUMBIA HIGH SCHOOL.**

**Telephone Numbers to Use in the Event of a Cancellation of Class**

**Please provide a cell phone number that Mr. Tooker can use in the event that a class needs to be cancelled. This information will not be shared with anyone else enrolled in the class.**

**THIS MUST BE TURNED IN WITH THE REST OF YOUR PAPERWORK TO ENROLL IN THE COURSE.**

**Student Name:** \_\_\_\_\_

**Student Cell Phone Number:** \_\_\_\_\_

**Parent/Guardian # 1 Name:** \_\_\_\_\_

**Parent/Guardian # 1 Cell Phone Number:** \_\_\_\_\_

**Parent/Guardian # 2 Name:** \_\_\_\_\_

**Parent/Guardian # 2 Cell Phone Number:** \_\_\_\_\_

**Day 1 – Monday 7/1/2024**

Car # 1 (maximum of four students):	7:00 am to 8:30 am
Classroom (all students attend):	8:30 am to 10:00 am
Car # 2 (maximum of four students):	10:00 am to 11:30 am
Car # 3 (maximum of four students):	11:30 am to 1:00 pm
Car # 4 (maximum of four students):	1:00 pm to 2:30 pm

**Day 2 – Tuesday 7/2/2024**

Car # 1 (maximum of four students):	7:00 am to 8:30 am
Classroom (all students attend):	8:30 am to 10:00 am
Car # 2 (maximum of four students):	10:00 am to 11:30 am
Car # 3 (maximum of four students):	11:30 am to 1:00 pm
Car # 4 (maximum of four students):	1:00 pm to 2:30 pm

**Day 3 – Wednesday 7/3/2024**

Car # 1 (maximum of four students):	7:00 am to 8:30 am
Classroom (all students attend):	8:30 am to 10:00 am
Car # 2 (maximum of four students):	10:00 am to 11:30 am
Car # 3 (maximum of four students):	11:30 am to 1:00 pm
Car # 4 (maximum of four students):	1:00 pm to 2:30 pm

**Day 4 – Monday 7/8/2024**

Car # 1 (maximum of four students):	7:00 am to 8:30 am
Classroom (all students attend):	8:30 am to 10:00 am
Car # 2 (maximum of four students):	10:00 am to 11:30 am
Car # 3 (maximum of four students):	11:30 am to 1:00 pm
Car # 4 (maximum of four students):	1:00 pm to 2:30 pm

**Day 5 – Thursday 7/11/2024**

Car # 1 (maximum of four students):	7:00 am to 8:30 am
Classroom (all students attend):	8:30 am to 10:00 am
Car # 2 (maximum of four students):	10:00 am to 11:30 am
Car # 3 (maximum of four students):	11:30 am to 1:00 pm
Car # 4 (maximum of four students):	1:00 pm to 2:30 pm

**Day 6 – Friday 7/12/2024**

Car # 1 (maximum of four students):	7:00 am to 8:30 am
Classroom (all students attend):	8:30 am to 10:00 am
Car # 2 (maximum of four students):	10:00 am to 11:30 am
Car # 3 (maximum of four students):	11:30 am to 1:00 pm
Car # 4 (maximum of four students):	1:00 pm to 2:30 pm

**Day 7 – Tuesday 7/16/2024**

Car # 1 (maximum of four students):	7:00 am to 8:30 am
Classroom (all students attend):	8:30 am to 10:00 am
Car # 2 (maximum of four students):	10:00 am to 11:30 am
Car # 3 (maximum of four students):	11:30 am to 1:00 pm
Car # 4 (maximum of four students):	1:00 pm to 2:30 pm

**Day 8 – Friday 7/26/2024**

Car # 1 (maximum of four students):	7:00 am to 8:30 am
Classroom (all students attend):	8:30 am to 10:00 am
Car # 2 (maximum of four students):	10:00 am to 11:30 am
Car # 3 (maximum of four students):	11:30 am to 1:00 pm
Car # 4 (maximum of four students):	1:00 pm to 2:30 pm

**Day 9 – Friday 8/2/2024**

Car # 1 (maximum of four students):	7:00 am to 8:30 am
Classroom (all students attend):	8:30 am to 10:00 am
Car # 2 (maximum of four students):	10:00 am to 11:30 am
Car # 3 (maximum of four students):	11:30 am to 1:00 pm
Car # 4 (maximum of four students):	1:00 pm to 2:30 pm

**Day 10 – Monday 8/5/2024**

Car # 1 (maximum of four students):	7:00 am to 8:30 am
Classroom (all students attend):	8:30 am to 10:00 am
Car # 2 (maximum of four students):	10:00 am to 11:30 am
Car # 3 (maximum of four students):	11:30 am to 1:00 pm
Car # 4 (maximum of four students):	1:00 pm to 2:30 pm

**Day 11 – Tuesday 8/6/2024**

Car # 1 (maximum of four students):	7:00 am to 8:30 am
Classroom (all students attend):	8:30 am to 10:00 am
Car # 2 (maximum of four students):	10:00 am to 11:30 am
Car # 3 (maximum of four students):	11:30 am to 1:00 pm
Car # 4 (maximum of four students):	1:00 pm to 2:30 pm

**Day 12 – Monday 8/12/2024**

Car # 1 (maximum of four students):	7:00 am to 8:30 am
Classroom (all students attend):	8:30 am to 10:00 am
Car # 2 (maximum of four students):	10:00 am to 11:30 am
Car # 3 (maximum of four students):	11:30 am to 1:00 pm
Car # 4 (maximum of four students):	1:00 pm to 2:30 pm

**Day 13 – Tuesday 8/13/2024**

Car # 1 (maximum of four students):	7:00 am to 8:30 am
Classroom (all students attend):	8:30 am to 10:00 am
Car # 2 (maximum of four students):	10:00 am to 11:30 am
Car # 3 (maximum of four students):	11:30 am to 1:00 pm
Car # 4 (maximum of four students):	1:00 pm to 2:30 pm

**Day 14 – Monday 8/19/2024**

Car # 1 (maximum of four students):	7:00 am to 8:30 am
Classroom (all students attend):	8:30 am to 10:00 am
Car # 2 (maximum of four students):	10:00 am to 11:30 am
Car # 3 (maximum of four students):	11:30 am to 1:00 pm
Car # 4 (maximum of four students):	1:00 pm to 2:30 pm

**PLEASE NOTE – THIS DATE (8/19) MAY HAVE TO MOVE TO MONDAY 8/26 IN THE EVENT THAT THE SCHOOL DISTRICT HOLDS THE ANNUAL NEW STAFF ORIENTATION ON MONDAY 8/19. (MR. TOOKER CONDUCTS THE SCHOOL SAFETY TRAINING AT THE NEW STAFF ORIENTATION AND HAS TO ATTEND. AS OF MAY 15, 2024, THE DISTRICT DOES NOT HAVE A DATE AND A TIME FOR THIS EVENT – BUT IT WILL BE EITHER 8/19 OR 8/26...)**

**Day 15 – Tuesday 8/20/2024**

Car # 1 (maximum of four students):	7:00 am to 8:30 am
Classroom (all students attend):	8:30 am to 10:00 am
Car # 2 (maximum of four students):	10:00 am to 11:30 am
Car # 3 (maximum of four students):	11:30 am to 1:00 pm
Car # 4 (maximum of four students):	1:00 pm to 2:30 pm

**Day 16 – Friday 8/23/2024**

Car # 1 (maximum of four students):	7:00 am to 8:30 am
Classroom (all students attend):	8:30 am to 10:00 am
Car # 2 (maximum of four students):	10:00 am to 11:30 am
Car # 3 (maximum of four students):	11:30 am to 1:00 pm
Car # 4 (maximum of four students):	1:00 pm to 2:30 pm

**Day 17 – Final Exam**

Time and location TBA.

Make up car and classes will be on the following dates:

***Saturday 8/24, Thursday 8/29, and Friday 8/30.***

## Car # 5 Schedule

**(PLEASE ENSURE THAT YOU CAN MAKE IT TO ALL OF THE DATES IF YOU CHOOSE THIS CAR / CLASSROOM COMBINATION.)**

**You'll attend all classroom sessions as listed above for Day 1 through Day 16.**

**(Classroom instruction is from 8:30 am to 10:00 am on 7/1, 7/2, 7/3, 7/8, 7/11, 7/12, 7/16, 7/26, 8/2, 8/5, 8/6, 8/12, 8/13, 8/19 [or possibly 8/26, see the note about that down below], 8/20, and 8/23. You have to be in these classroom classes on each of these dates.)**

**Some of your driving days are on classroom instruction days, and some driving days are NOT ON the classroom instruction days.**

- Car # 1:           Monday 7/1      6:00 am to 7:00 am  
(You'll need to leave / wait outside of CHS from 7:00 am to 8:30 am.)  
(You'll need to return to CHS for the 8:30 am class.)
- Car # 2:           Tuesday 7/2     6:00 am to 7:00 am  
(You'll need to leave / wait outside of CHS from 7:00 am to 8:30 am.)  
(You'll need to return to CHS for the 8:30 am class.)
- Car # 3:           Wednesday 7/3      6:00 am to 7:00 am  
(You'll need to leave / wait outside of CHS from 7:00 am to 8:30 am.)  
(You'll need to return to CHS for the 8:30 am class.)
- Car # 4:           Thursday 7/4        7:00 am to 8:30 am  
(Yes, this is on the 4<sup>th</sup> of July Holiday.)  
(You'll need to have a ride home from CHS by 8:30 am.)
- Car # 5:           Friday 7/5         7:00 am to 8:30 am  
(You'll need to have a ride home from CHS by 8:30 am.)
- Car # 6:           Monday 7/8         6:00 am to 7:00 am  
(You'll need to leave / wait outside of CHS from 7:00 am to 8:30 am.)  
(You'll need to return to CHS for the 8:30 am class.)
- Car # 7:           Tuesday 7/9         6:00 am to 7:00 am  
(You'll need to have a ride home from CHS by 7:00 am.)
- Car # 8:           Wednesday 7/10     6:00 am to 7:00 am  
(You'll need to have a ride home from CHS by 7:00 am.)
- Car # 9:           Thursday 7/11      6:00 am to 7:00 am  
(You'll need to leave / wait outside of CHS from 7:00 am to 8:30 am.)  
(You'll need to return to CHS for the 8:30 am class.)

- Car # 10: Monday 7/15 6:00 am to 7:00 am  
(You'll need to have a ride home from CHS by 7:00 am.)
- Car # 11: Tuesday 7/16 6:00 am to 7:00 am  
(You'll need to leave / wait outside of CHS from 7:00 am to 8:30 am.)  
(You'll need to return to CHS for the 8:30 am class.)
- Car # 12: Monday 7/29 6:00 am to 7:00 am  
(You'll need to have a ride home from CHS by 7:00 am.)
- Car # 13: Tuesday 7/30 6:00 am to 7:00 am  
(You'll need to have a ride home from CHS by 7:00 am.)
- Car # 14: Wednesday 7/31 6:00 am to 7:00 am  
(You'll need to have a ride home from CHS by 7:00 am.)
- Car # 15: Thursday 8/1 6:00 am to 7:00 am  
(You'll need to have a ride home from CHS by 7:00 am.)
- Car # 16: Monday 8/5 6:00 am to 7:00 am  
(You'll need to leave / wait outside of CHS from 7:00 am to 8:30 am.)  
(You'll need to return to CHS for the 8:30 am class.)
- Car # 17: Tuesday 8/6 6:00 am to 7:00 am  
(You'll need to leave / wait outside of CHS from 7:00 am to 8:30 am.)  
(You'll need to return to CHS for the 8:30 am class.)
- Car # 18: Monday 8/12 6:00 am to 7:00 am  
(You'll need to leave / wait outside of CHS from 7:00 am to 8:30 am.)  
(You'll need to return to CHS for the 8:30 am class.)
- Car # 19: Tuesday 8/13 6:00 am to 7:00 am  
(You'll need to leave / wait outside of CHS from 7:00 am to 8:30 am.)  
(You'll need to return to CHS for the 8:30 am class.)
- Car # 20: Wednesday 8/14 6:00 am to 7:00 am  
(You'll need to have a ride home from CHS by 7:00 am.)
- Car # 21: Thursday 8/15 6:00 am to 7:00 am  
(You'll need to have a ride home from CHS by 7:00 am.)

Car # 22: Monday 8/19 6:00 am to 7:00 am  
(You'll need to leave / wait outside of CHS from 7:00 am to 8:30 am.)  
(You'll need to return to CHS for the 8:30 am class.)

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Car # 23: Tuesday 8/20 6:00 am to 7:00 am  
(You'll need to leave / wait outside of CHS from 7:00 am to 8:30 am.)  
(You'll need to return to CHS for the 8:30 am class.)