



Center Provided Transportation Agreement



NA-103e

Child Care Center: _____

Child's Name: _____

Child's Date of Birth: _____

Mode of Transport: ☐ Walking ☐ Center Vehicle

Name of Child's School: _____

Address of Child's School: _____

Insert Child's
Picture

Drop Off Time: _____ Pick Up Time: _____ Drop Off/Pick Up Location: _____

Responsibilities of Parents/Guardians

Parents/Guardians are required to:

1. Complete this form fully authorizing Center Employees to transport their child to and from school.
2. Notify the Center if their child will not be in attendance or will not be arriving on the bus at drop off time. (This includes any changes or emergencies. (i.e. their child is sick and the parent was called to pick up their child earlier)
3. Notify the Center of any changes in phone numbers (work, cell, home) or alternate contacts and their contact details, as soon as the change occurs.
4. Notify the center if their child is required to stay on school grounds after school due to after school activities or school requirements.
 - a. It is the parent's/guardian's responsibility to arrange for pick up and drop off at the Center.
5. Practice the school transportation routines with their child before commencing at the Center. The practice must include taking the child to the designated meeting point and accompanying the child back to the Center.
6. Make alternative arrangements for transportation to the school if their child misses the bus. Center employees are not permitted to transport children in their car.
7. Make alternative arrangements for dropping off and picking up their child from school when buses are cancelled due to inclement weather or other circumstances.
8. Make alternative arrangements for dropping off and picking up their child from school when an emergency occurs at the center or school, such as an evacuation or lockdown.
9. Make alternative arrangements for dropping off and picking up their child from school if their child refuses to board the vehicle or co-operate while walking.

Children's behaviours impacting the safety of transportation will be documented and may result in termination of the transportation agreement.

Responsibilities of the Center

1. The Center Director will ensure that employees required to transport or walk the children to and from the school have reviewed all applicable policies and procedures and received thorough training before being given responsibility for transporting the children. They must ensure that more than one person is properly trained to support when vacation or sick time occurs.
2. All center employees must follow BrightPath policies and procedures for School Age Care children when walking or transporting them to and from school.
3. Attendance and transition procedures must be followed and completed as the children depart from or arrive back at the center and upon arrival or departure from the school. A second attendance will be completed when the children enter the center.
 - a. Employees will complete a transfer of care directly to a school designate.
 - b. Child care employees are responsible for the supervision of the child until the child departs the school bus or when walking, arrives at the designated drop-off zone under the supervision of a school employee.
 - c. During pick up from the school, supervision of the child begins once the child care employee arrives at the designated pick-up zone and at the arrival of the child to the bus or designated meeting spot
4. Center Directors or Designates will conduct a thorough orientation with all the children prior to the start of the school year to review the safety rules.
 - a. When new enrollments join mid-year, they must also receive proper orientation.
5. Mandated employee to child ratios will always be maintained.
6. The Center Director or Designate will ensure that all children enrolled in the School Age Programs are taken to their school by the designated drop off time. School drop-offs and pick-ups will be scheduled approximately within 15 minutes before or after school hours.
 - a. If drop-off or pick-up times are altered for any reason the Center Director will inform parents/guardians and the school.
7. If the child is under the age of 9, or upon parent request, a tag will be added to the child's school bag identifying their emergency contact and the center contact information.
8. When a parent reports a change to the transportation needs of the child, the Center Director or Designate must acknowledge this communication through a phone call or email reply, and document the change in the transportation logbook. The Center Director or Designate will amend the transportation attendance record accordingly.
9. If a child refuses to board the bus, or co-operate while walking, the child will be returned to the center and the parent/guardian will be notified and advised that they need to take responsibility for transporting their child.
10. Children's behaviours impacting the safety of transportation will be documented and may result in termination of the transportation agreement.
11. If a child is not accounted for the center employee will:
 - a. Contact the school office to determine if the child attended on the day or has been delayed.
 - b. Contact the center and advise that the child has not been accounted for. The Center Director or designate will contact the parent/guardian and advise the circumstances.
 - c. If possible, begin searching for the child.
 - d. When the child is deemed missing call 911.**
 - e. The Center Director or designate will contact the Area Director for further direction if the child cannot be located.
12. In the event of a vehicle accident or breakdown the driver will:
 - a. Stop and assess the situation for danger.
 - b. Attend to children and provide first aid if required.
 - c. If necessary, contact Emergency Services – **911**.

- d. Contact the Center Director or Designate who will notify the Area Director and our Facilities team immediately.
- e. The Center Director or Designate will decide whether to:
 - a. Wait for repairs.
 - b. Return to the Center via alternative transport or
 - c. Continue the journey via alternative transport.
- f. An Incident and Accident Report form must be completed by the driver
- g. In the case of injury to a child or adult, a separate Incident and Accident Report form must be completed.
- h. Parents/guardians and agencies are to be notified as per the Accidents and Incidents Policy.

13. In the event of an emergency at the school such as evacuation or lockdown, the school will notify the family, and BrightPath will not be responsible for transportation.

14. If the event of an emergency at the center, such as an evacuation or lockdown, the Center Director or Designate will notify the family and BrightPath will not be responsible for transportation.

I give permission for my child to be transported to and from school as detailed above. I further agree to abide by the Parent/Guardian responsibilities outlined within.

I understand that if my children's behavior impacts the safety of transportation the incidents will be documented and may result in termination of the transportation agreement.

I understand that I must:

- Make alternative arrangements for transportation to the school if my child misses the bus.
- Make alternative arrangements for dropping off and picking up my child from school when buses are cancelled due to inclement weather or other circumstances.
- Make alternative arrangements for dropping off and picking up my child from school when an emergency occurs at the center or school, such as an evacuation or lockdown.
- Make alternative arrangements for dropping off and picking up my child if they refuse to board the bus or co-operate while walking.
- Advise the centre of my child's absence or any changes to their transportation needs.

Parent/Guardian Name (Please print): _____

Parent/Guardian Signature: _____ Date: _____

Center Director or Designate Name (Please print): _____

Center Director or Designate Name Signature: _____ Date: _____

☐ Copy to parent

☐ Original to child's file

☐ Copy to Bus Binder