



School District Provided Transportation Agreement



NA-013f

Child Care Center: _____

Child's Name: _____

Child's Date of Birth: _____

Name of Child's School: _____

Morning Pick Up Time: _____ Afternoon Drop Off Time: _____

School Drop Off and Pick up Location: _____

Name of Transportation Company: _____

Bus Company phone number: _____

Insert Child's
Picture

Responsibilities of Parents/Guardians

Parents/Guardians are required to:

1. Complete this form fully authorizing Center Employees to transfer care to the above-named transportation company.
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. 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.
6. Make alternative arrangements for dropping off and picking up their child from school when buses are cancelled due to inclement weather or other circumstances.
7. 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.
8. Make alternative arrangements for dropping off and picking up their child from school if their child refuses to board the bus

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 walk the children to and from the bus stop have reviewed all applicable policies and procedures and received thorough training before being given responsibility for walking 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 or Kindergarten Care children when walking them to the designated bus stop.
3. Attendance and transition procedures must be followed and completed as the children board and depart from the bus. A second attendance will be completed when the children enter the center.
4. Employees are responsible for the supervision of the child until the child boards the school bus
5. During pick up from the bus, supervision of the child begins once the child care employee arrives at the designated pick-up zone, and the child departs the bus.
6. Center Directors or Designates will conduct a thorough orientation with all the children registered in the School Age and Kindergarten Programs prior to the start of the school year to review the safety rules.
7. When new enrollments join mid-year, they must also receive proper orientation.
8. Mandated employee to child ratios will always be maintained.
9. The Center Director or Designate will ensure that all children enrolled in the School Age and Kindergarten Programs are taken to the bus stop by the designated pick-up time.
10. The Center Director or Designate must ensure that an employee is at the bus stop at the designated time of return to the center.
11. 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.
12. 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.
13. If a child refuses to board the bus, 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.
14. Children's behaviours impacting the safety of transportation will be documented and may result in termination of the transportation agreement.
15. If a child is not accounted for upon arrival at the center, center employees will:
 - a. Ask the bus driver if the child was present on the bus and check the bus to see if the child is on the bus.
 - b. Contact the school office to determine if the child attended on the day or has been delayed.
 - c. 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
 - d. The Center Director or Designate will contact the Area Director if the child cannot be located for further directions.
16. If the bus does not arrive at the pick-up location center employees will:
 - a. Notify the Center Director or Designate who will contact the bus company and enquire about why the bus has not arrived.
 - b. Confirm that they are still on route and that the children are on the bus.
 - i. If they are not on route with the children, contact the parents, and try to locate the child/children.
 - ii. Inform the Area Director of the situation for further direction.

I give permission for my child to be transported to and from school by the school district transportation to and from the above-named center. 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.
- 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