



Serious situations can easily arise when transporting children to and from school programs during the day. We spent time with a Licensing Representative from the Department of Human Services in order to establish a plan eliminating any and all issues of liability. Each family utilizing our transportation services is expected to read the following *Busing Agreement*, sign it and follow the regulations stringently.

I/We understand the need for a stringent busing policy implemented by Little Britches Learning Center, Inc. I have read the *Busing Procedures* section of the Little Britches Learning Center Parent Handbook and understand the importance of each regulation. I also understand and agree to adhere to the following:

1. **In order for my child to participate in the available daily breakfast, I must have my child at the facility no later than 7:15 am.** Should I arrive late, breakfast will not be made available and I will not attempt to obtain breakfast from other staff members if I am refused. I understand that I will not be allowed to bring in outside food for my child to eat as it poses a problem amongst the children as well as a potential safety hazard while driving.
2. **In order for my child to be transported to school in the morning, I understand that my child must be at the facility no later than 7:30 am.** Should I arrive late, I understand that I am responsible for taking my child to school. The facility will not make a special trip for my child, nor will I be allowed to leave my child at the facility until school is released.
3. Should an absence occur, I understand that it is my responsibility to call the facility and notify the office. I understand that I must contact the center at least two-hours in advance to avoid a situation. I am aware that the facility has an answering machine and it will be regularly checked should I need to leave a message.
4. I understand that if my child was not taken to school by the facility vans, my child is considered absent for the remainder of the day unless I notify the center of a needed pick-up.
5. I understand that if my child was taken to school by the facility van, that they are responsible for retrieving my child at the end of the school day as scheduled unless otherwise notified. If I attempt to remove my child from school without notifying the facility, I understand that I will be required to follow the van back to the center and obtain my child there.
6. I understand that if the facility's attempts to pick-up my child from school is met with resistance, the child will be left at the school for me to pick up. I realize the potential situations that can arise should a van driver be forced to physically remove my child from the school presence and place him/her on the facility van. My child will be left in the office and either the school staff or the van driver upon return to the facility will make a phone call to me.

7. I understand that each van driver must adhere to a strict schedule. I am aware of the importance of my child being present at the designated retrieval location in a timely manner. Should the driver arrive and my child does not appear within the additional five (5) minute grace period, I understand that my child will be considered tardy or absent and will be left at the school. I understand that depending on the situation, it is the facility's decision as to whether they will retrieve my child from the school at a later time or require myself or a designated individual to pick up my child. If the facility elects to retrieve my child at a later time, I understand that I may be responsible for paying a \$5.00 late retrieval fee (assessed for those children who neglect their obligation to arrive at the designated location).
8. Should my child need to remain after school for detention or other extracurricular activities, I will notify the facility and I understand that I will be responsible for retrieving my child from school that day.

I/We have carefully reviewed the busing procedures and protocols in this agreement as well as those established in the Parent Handbook. I/We understand that by signing this agreement I/We intend to follow every regulation as set forth. I/We are aware that should procedures go neglected on my/our part, I/We place myself/ourselves in the position of being charged additional fees and possible termination of my/our child care contract.

(Signature of Guardian/Parent)

(Date)

(Signature of Guardian/Parent)

(Date)