



# Prince Rupert Daycare & OSC

11380 111 Ave NW, princerupertchildcare@gmail.com, 587-635-6333

## Transportation Management Agreement

Between: Prince Rupert Daycare & OSC

-and -

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Child's Name

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Parent's Name

Date: \_\_\_\_\_

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**Name of Child's School:** \_\_\_\_\_

**School Address:** \_\_\_\_\_

**Teacher's Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Room:** \_\_\_\_\_

**Transportation Responsibility:** Parent Our Program School Bus

**Method of Transportation:** Centre Van School Bus Other

Please specify if you check other: \_\_\_\_\_

**Drop off Time:** \_\_\_\_\_ **Drop off Location:** \_\_\_\_\_

**Pick up Time:** \_\_\_\_\_

**Pick up Location:** School bus parking area

**Early Dismissal Day & Time:** \_\_\_\_\_

**Guidelines and Procedures of Our Centre:**

- Our center staff will do pick up and drop offs to the designated stop.
- For drop off in the morning, staff member will gather the children at the time mentioned for school bus pick up location.
- For pick up, our staff member will wait 10 mins prior to the provided time for the drop off by the school bus.
- Centre staff will pick up the children from the designated area at scheduled time. In case of the late arrival or no show up at the pickup area, our staff member will follow following procedures (Please for detail procedures, read our Parents Handbook):
  - i. Wait extra 5 minutes at the designated location after specified time.
  - ii. Contact the school bus authorities to locate the child
  - iii. Contact program director or supervisor for any communication and information from parents
  - iv. Contact parents regarding location of the child
  - v. Contact emergency contact in case, communication with parents could not happen
  - vi. Call Edmonton Police Service to locate the child.
- Our staff member will wait at the bus stop and parents will be notified to make an arrangement to pick up their children in the event of inclement weather.

**Responsibilities of Parents:**

- Provide detailed information of the transportation information to our Centre and sign the transportation agreement
- Cost of the transportation is the sole responsibility of the parents
- Parents need to provide a notice of absence of child in advance for both morning and afternoon
- Parents need to inform the program if program does not require to pick up the child from the designated area.
- If child arrives later than departure time it is the parent's responsibility to drop the child off the school, center will not provide any arrangements for transportation.
- Parents are responsible to bear the cost associated to locate the lost child

I \_\_\_\_\_ hereby agreed to give permission to Prince Rupert Daycare & OSC and to pick up and drop off my child to the bus stop. I understand that Prince Rupert Daycare & OSC is not responsible of my child once s/he is on school bus.

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_