



## TRANSPORTATION AUTHORIZATION

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Our licensing regulations require that we have a plan in place for the daily transport of every child in our care. Please make a check next to the section(s) below that describes the transportation plan for your child.**

**A restraining order or court agreement is in place which specifically restricts the following:** \_\_\_\_\_  
\_\_\_\_\_

*A copy of the order/agreement must be provided.*

**Parent(s)/Guardian will provide daily transportation to and from the center.**

*In the event that another individual is temporarily appointed by the parent to receive the child at the end of the day, the parent/guardian must provide to the center the name of the individual and the individual will be required to present a photo ID. The **Authorization and Consent** form signed at enrollment lists individuals who the parent may temporarily authorize to transport the child or can be authorized in an emergency situation.*

*Even if name appears on the list, the center must be notified if anyone other than the parent/guardian will be receiving the child at the end of the day. Center policy prohibits children from being released to anyone less than 16 years of age without specific written consent from the parent/guardian upon each occurrence.*

**Parent(s)/Guardian will arrange for public/private van or bus transportation for both drop off to and pick up from the center.**

*If this is the plan, parent/guardian must complete side 2 of this form.*

**Parent(s)/Guardian will arrange for public/private van or bus transportation for only drop off to the center.**

*If this is the plan, parent/guardian must complete side 2 of this form.*

**Parent(s)/Guardian will arrange for public/private van or bus transportation for only pick up from the center.**

*If this is the plan, parent/guardian must complete side 2 of this form.*

**Other** (please describe): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## TRANSPORTATION POLICY & PARENTAL AGREEMENT

When a child is to be dropped off or picked up by a van/bus service contracted by the parent/guardian, the following information must be obtained:

**Child's Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Parent/Guardian:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Name of Service:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Date Service Begins:** \_\_\_\_\_ **Date Service Terminates:** \_\_\_\_\_

**Child will be \_\_\_\_\_ dropped off by service at \_\_\_\_\_ (time)/ \_\_\_\_\_ picked up by service at \_\_\_\_\_ (time) on the following days of the week: M T W Th F**

*Daily Information Sheets for Infants and Toddlers must be completed for drop-off and will be sent home with child at pick up. Daily papers or any other materials/clothing that need be sent home will be placed in child's back pack/bag for pick up.*

*Service must bring child to designated drop-off classroom. Children's House, Inc. is not responsible for the child until the child is signed in (if applicable) and is not responsible for the child once the child is signed out (if applicable) by the service.*

*If the child is to be picked up by the service, the service personnel must have photo ID and must sign child out.*

*Drop-Off /Pick-Up time must be consistent. Child's day must be no longer than 9 hours regardless of service's availability.*

*Parent/Guardian must agree to pick up child (or send an authorized person with a photo ID) if the service does not pick up after 9 hours and 15 minutes **or** if the child is injured or sick during his/her day.*

*Parent/Guardian is solely responsible for investigating the credentials of the service, their employees and their vehicles. Children's House, Inc. is not responsible for checking licensure, registration, insurance, etc.*

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**It is the responsibility of the transportation company to determine what actions the driver must take if child is not present at pickup or if parent is not present to receive the child at drop-off.**

**Any accident or moving violation that occurs while children are being transported must be reported to the child's parent and to the school if the incident occurs on the way to school.**