

## TRANSPORTATION AGREEMENT

Required only for school age children

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

Parent's Name(s): \_\_\_\_\_

Child's School: \_\_\_\_\_ Child's Teacher: \_\_\_\_\_

Primary Method of Transportation: ASD \_\_\_\_\_ Route # \_\_\_\_\_ IMS \_\_\_\_\_

Effective Dates: **2024** to **2025** School Year \_\_\_\_\_ AM \_\_\_\_\_ PM \_\_\_\_\_ Both \_\_\_\_\_

I, \_\_\_\_\_ the undersigned, authorize Imagination LLC, operating as Imagination Station Express Clubhouse, to transport my child between Imagination Express Clubhouse and the elementary school I have designated above. I have read and been told about the procedures (listed below) which have been put in place regarding the safe transportation of my child and I agree to comply with them in their entirety. I understand that any infraction of these policies puts the safety of my child and that of other children at risk and that because of this, there will be a **\$50.00 penalty** added to my bill that will be my responsibility to pay when picking my child up that day. Any family with more than three violations during the school year will be asked to find alternate transportation for their child to and from school.

### **Our transportation policies are as follows:**

-Any child needing to eat breakfast at I.S./I.S.E. needs to arrive there no later than 8:10 am, for late start Monday Any child not eating with us needs to arrive at or before 8:15 am. and no later than 7:10 Tuesday through Friday. Any child not eating with us needs to arrive at or before 7:15 am. This ensures enough time for them to eat without rushing Special needs buses and preschool children need to arrive 20 minutes prior to their scheduled pick-up times.

-If your child's bus route schedule on either ASD or Reliant changes it is your responsibility to notify the office of the change.

Also, please be sure to send your child prepared with all the materials they need at school. This includes lunch, boots, hats, mittens and snow pants when necessary. We will not supply these items; they are your responsibility.

-Children will meet at the place designated by the drivers for their school for afternoon pick-up each day within five minutes of the bell ringing.

-I know and understand that IMS Express has a bus route that goes to several schools & IMS will determine which of the 4 vehicles, owned by IMS Express, they will use to pick up my child.

-Due to the number of children in our school age program this year requiring bus service some days may require us to take 2 buses. With that in mind, it is imperative that you contact us before 2 pm daily if alternate transportation arrangements have been made and the child will not need to be picked up. (Ex: child has an appointment or leaves early, goes home sick or stays after school, I will call I.S. so that they are not looking for my child at pick up time.)

-A child who is too sick to attend school for the day is also too sick to attend Imagination Station Express for that day.

-It is the parents' responsibility to notify others on your pickup list of all policies.

We carry full coverage insurance on all 4 of the vehicles operated by Imagination Station & Imagination Station Express Clubhouse.

Parent(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrative Approval: \_\_\_\_\_ Date: \_\_\_\_\_