



Transportation, Field Trips, Pick-up and Drop-off Policy

Transportation

MCS Transportation is used to transport students to and from the Field Trip locations. The MCS van is operated by trained, professional staff. As always, your child's safety is our primary concern. Your child's behavior dictates their eligibility to participate in the transportation program. All MCS transportation rules must be followed when riding the van. Your child may be removed from the program at any time if his or her behavior becomes a problem while waiting for the van and/or during transport.

Field Trips

Parent(s) grant permission for his/her child to participate in MCS field trips. Parent(s) will be notified, in advance, of the destination and time of all the field trips. Parent(s) agree to keep his/her child at home on field trip days if they choose to not allow him/her to participate. Parent(s) understand that field trips may be cancelled due to inclement weather, trouble with transportation, or shortage of chaperones. If a child arrives more than 5 minutes late on field trip day, the child will stay at school with another class.

Pick-up and Drop-off

Parent(s) agree to drop-off their child(ren) no earlier than 8:00am Monday to Friday if the student attends the Preschool, Pre-K or Kindergarten programs enrolled. The Parent (s) agree to pick-up their child(ren) by 12:30PM if the student is Part-Time or 6:00PM if the student is Full-Time.

Late Pick-up Fee

A late pick-up fee will be assessed when a child is left beyond the duration of the enrolled program. Parent(s) agree to pay a late fee of \$1.00 for every minute that has passed since the scheduled pick-up time. This late fee must be paid when the child is picked up or the following morning. This late fee is not applicable to the regular fees. Chronic lateness after the program hours may be grounds of termination of service. If the parent or authorized person(s) fails to pick up the child or contact MCS or if MCS staff cannot reach the parent or authorized person(s), within sixty minutes after closing time, children may be released to child protective services or other local authorities.

Authorized Pick-up

If there is a change in transportation plans or change in pick-up of the child (other than the parent(s)), the individual must be listed under authorized pick-up list and identify with government issued photo id. Fail to provide proper identification, the child will not be released.

Parent / Guardian(s) Signature

Date

Print Name