



## **Transportation, Field Trips, Pick-Up & Drop-Off Policy**

### **Welcome to Curie Preschool!**

The safety and well-being of our students is our highest priority. Please carefully review the following policies regarding transportation, field trips, and student pick-up and drop-off procedures.

### **Transportation**

Curie Preschool may arrange transportation for approved field trips and school-related activities using school vehicles or third-party transportation providers when necessary. Transportation arrangements will be determined based on availability, safety requirements, and trip needs.

Students are expected to follow all safety rules and behavioral expectations while riding in vehicles and while waiting for transportation. Unsafe or disruptive behavior may result in temporary or permanent suspension from transportation privileges.

Additional transportation or rental fees may apply for certain field trips or special activities. Parents/Guardians will be notified in advance if additional fees are required.

### **Field Trips**

Parent(s)/Guardian(s) grant permission for their child to participate in school-approved field trips and related activities. Parents will receive advance notice regarding field trip destinations, schedules, transportation arrangements, and any additional fees if applicable.

Field trips may be cancelled or modified due to weather conditions, transportation issues, safety concerns, or insufficient staffing. If Parent(s)/Guardian(s) choose not to allow participation in a field trip, the child must remain at home on the scheduled field trip day unless alternate arrangements are approved by the school. Students arriving more than five (5) minutes late on a scheduled field trip day may remain at school with another classroom group if transportation has already departed.

### **Drop-Off & Pick-Up**

Parents/Guardians may drop off students no earlier than 8:00 AM, Monday through Friday, unless otherwise approved by school administration. Parents/Guardians are responsible for ensuring that their child is safely signed in and released to school staff when required. Curie Preschool is not responsible for children left unattended outside the building before program hours begin.

Parent(s)/Guardian(s) agree to pick up their child by the scheduled dismissal time based on the enrolled program:

- Part-Time Program: 12:30 PM
- Full-Time Program: 6:00 PM

Children will only be released to Parent(s)/Guardian(s) or individuals authorized for pick-up. Authorized individuals may be required to present a valid government-issued photo ID before a child is released.

**Late Pick-Up Policy**

A late pick-up fee will be assessed when a child remains beyond the scheduled pick-up time. A flat fee of \$20.00 will be charged for the first five (5) minutes after the scheduled dismissal time. After the initial five minutes, an additional fee of \$2.00 per minute will be charged until the child is picked up.

All late pick-up fees must be paid in cash on the next school day. Chronic late pick-up may result in termination of services. If Parent(s)/Guardian(s) or authorized emergency contacts cannot be reached within a reasonable time after school closing, Curie Preschool may contact appropriate local authorities to ensure the child's safety.

**Authorized Pick-Up Changes**

If there is a change in transportation or pick-up arrangements, Parent(s)/Guardian(s) must notify the school in advance whenever possible. Any individual picking up a child who is not regularly authorized must be listed by the Parent/Guardian for pick-up authorization and present a valid government-issued photo ID. Curie Preschool reserves the right to deny release of a child if authorization or identification cannot be properly verified.

**PARENT/GUARDIAN ACKNOWLEDGMENT**

I/We acknowledge that I/we have read, understood, and agree to comply with the Curie Preschool Transportation, Field Trips, Pick-Up & Drop-Off Policy.

**STUDENT INFORMATION**

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

Program/Class: \_\_\_\_\_

Location:  Herndon       South Riding

**PARENT/GUARDIAN SIGNATURES**

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

Printed Name: \_\_\_\_\_

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

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

Printed Name: \_\_\_\_\_

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

