



2646 Grand Ave  
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## **Transportation Authorization Form**

**2025-26 School Year**

Student's Name: \_\_\_\_\_

Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Male/Female: \_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_

Mother's Phone: \_\_\_\_\_ Father's Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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

*Please check the school, pickup time, and circle days your child needs transportation.*

___ Big Sky Elementary	___ 2:25p	___ 3:10p	Mon	Tue	Wed	Thur	Fri
___ Central Heights Elementary	___ 2:35p	___ 3:20p	Mon	Tue	Wed	Thur	Fri
___ Poly Drive Elementary	___ 2:30p	___ 3:15p	Mon	Tue	Wed	Thur	Fri
___ Miles Ave Elementary	___ 2:25p	___ 3:10p	Mon	Tue	Wed	Thur	Fri
___ Rose Park Elementary	___ 2:30p	___ 3:15p	Mon	Tue	Wed	Thur	Fri
___ Burlington Elementary	___ 2:35p	___ 3:20p	Mon	Tue	Wed	Thur	Fri
___ Meadowlark Elementary	___ 2:35p	___ 3:20p	Mon	Tue	Wed	Thur	Fri

### ***Acknowledgements and Fees***

*I agree to pay a pick-up fee (\$5.00 1-2 days, \$3.00 3+ days) each day my child is picked up in addition to hourly charges. I acknowledge that regular hourly charges apply once my child is picked up from school and all fees and hourly charges are due at the time of child pickup at the end of each day.*

*I give my permission to West End Drop-In Child Care to pick up and transport my child from school to their child care facility. I understand that my child will travel with an authorized representative of West End Drop-In Child Care in an approved vehicle with proper insurance and safety equipment. If I do not want my child to be picked up from school for any given day that he/she has been signed up for, I will contact the daycare at least one hour prior to my child's scheduled pickup time. Failure to do so will result in a charge for the first hour and transport fee.*

*I have read and understand the acknowledgments and fees above.*

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

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

## **Transportation Acknowledgements and Fees**

**2025-26 School Year** \_\_\_\_\_ (*initial*)

Changes this school year...

In the past we have had a lot of issues with people signing up for days at the beginning of the week and then cancelling last minute or not notifying us that their child didn't need pick up that day. This leaves spots open that would have otherwise been filled or leaves us scrambling and trying to find out where that child was when we get to that school and causes us to be late picking up at all the other schools. Not calling and canceling (no call/no show) creates a very stressful situation for the van drivers and the teachers at those schools, so we are going to make a few small changes this year.

Starting this school year, whatever days you sign up for at the beginning of the week you will be charged the first hour and pickup fee (\$10.50/8.50) even if you cancel later in the week. If you know your schedule and when you need pick up, you can sign up at the beginning of the week and you will have your spot secured. If you are not sure when you need pickup, then you can text us the morning of the day you need pick up and we will add your child to the list.

**Communication** \_\_\_\_\_ (*initial*)

- Pickup Phone - All communication about school pickup needs to be done through TEXT MESSAGE on the bussing phone. We check the phone frequently throughout the day and will respond promptly. Calling the daycare or telling staff at the front desk does not always get communicated like it should. Texting eliminates almost all miscommunication and confusion and makes everyone's life a whole lot easier and less stressful!
- Cancelling pickup or sick kids – If you need to cancel pickup for the day or if your child goes home sick from school, we need to know! We are able to pick up from 3 or 4 different schools in each van because each school's release times are different. If one person forgets to let us know their child doesn't need picked up and we have to figure out where they are, it makes us late to all the subsequent schools. This makes it very stressful for our people picking up and for the school staff that ends up having to stay late.

**Fees** \_\_\_\_\_ (*initial*)

Pick-up fees are as follows:

- \$5.00/day for 1-2 days per week - \$3.00/day for 3+ days per week
- \$10 No show, No call fee will be charged if we are not notified that your child does not need picked up.  
If there are more than 3 no call/no shows you will not be able to use our services.
- Hourly charges start when my child is picked up from school, with a 1-hour minimum charge. ☐  
All fees and charges are due at the time of child pickup, prepaid options are available.

Parent Signature \_\_\_\_\_