



## Parkside Children's Academy

### TRANSPORTATION POLICY

Parkside Children's Academy provides transportation to and from the center. Our staff will supervise the children at the center during arrival and departure. Most children are transported using local contract transportation services providers. You will be notified if your child is going to receive transportation from a contractor. The current contractors are:

#### **Nunez Transportation**

Jose Nunez

978-955-0043

The person responsible for coordinating transportation services; hearing and addressing consumer complaints, concerns and suggestions, is Argentina Perez and can be reached at (978) 683-2000 during transportation times if you have any concerns.

All the transportation vans are equipped with a cellular telephone.

### **BEING READY FOR THE VAN IN THE MORNING**

Your child should be ready before the van arrives. **The drivers are instructed to wait three minutes at each stop.** This allows time for you to place your child in her/his seat, buckle him/her in and shut the door. *If you are not ready the van will leave and go to the next stop. Drivers cannot go back to pick up a child who has missed the van.*

Parents do have the option of transporting their children in the morning or afternoon to and from the day care center. If the child is not transported by us for three consecutive days, the driver will not return until the day care center communicates with the parents to restart the transportation service. If you know ahead of time that your child will not need transportation due to vacation, illness, etc., please call to the center.

### **BEING HOME IN THE AFTERNOON TO ACCEPT YOUR CHILD**

It is the total responsibility of the parent/guardian to be home every afternoon for your child. If a parent cannot be home (due to an emergency) for his/her child, the parent must remember to make arrangements for the child and give clear instructions to the daycare center as to who will be accepting the child off the van. You need to call the daycare center before 2:20pm to insure the driver will be notified of the change before they begin their afternoon routes. The alternate person must have a picture I.D. In the event the child is not home, the child will be returned to the daycare center. And the parent is responsible for pickup of the child.

### **VEHICLE BREAKDOWNS**



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As you know sometimes vehicles do breakdown. This causes stress on both the driver and the parents. We work very hard to maintain our van, however, if your child's driver has not shown up within 15 minutes of their regular time, there is a good possibility that something has happened. The driver will make every effort to contact parents using the information provide in the emergency forms. In the event that the van breaks down, we will make sure that your child is brought home safely by one of our transportation contractors.

### **VEHICLE ACCIDENT**

We will contact you if our vehicle is involved in an accident while transporting children to and from the center.

### **DRIVER ILLNESS**

Just like everyone, our drivers get sick without warning. We will work to see about backup coverage. You may need to rely on your back up system once in a while. Having your own backup system is very important, especially in the winter months.

### **SEATBELT AND CAR SEATS**

All the vehicles are equipped with seatbelts and necessary car seats. Parents are responsible for putting their child on the van and taking their child off the van. The child must be properly buckled up and properly placed in the appropriate car seat securely. Please speak with your child ahead of time about keeping his/her seat belt on and staying in their car seat.

- Children must follow instructions from the driver and instances where the child is not following instructions may result in cancellation of transportation services.

### **TOYS, FOOD, AND DRINKS**

**No toys, food or drinks with the child while being transported.**

### **EMERGENCY CHANGES**

It is parent's responsibility to notify Parkside immediately of any address and telephone number changes, additions or deletion of names.

In case a child gets ill while on the bus, the bus driver will notify Parkside Children's Academy as well as the child's parent. In case of a major emergency, the bus driver will contact 911.

### **SMOKING**

Drivers are not allowed to smoke on or near the vehicle.

### **WEATHER CANCELLATIONS**

In case of weather cancellations (snow, ice, hurricane) the staff will leave a message on the answering machine by calling 978-683-2000 by 7:00 am. Please keep in mind that if the roads are dangerous,



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the drivers and vehicles will not be allowed on the road. The drivers have the option of not going onto a particular street if the road conditions are too dangerous.

### **FIELD TRIPS**

Family members are recruited to assist with the trip and are placed throughout the bus to assist the children and to ensure a safe bus trip. Safety bus rules are reviewed with the children and adults prior to boarding the bus. A first aid kit, children's emergency cards and a cellular phone are always brought on our field trips. In case of illness or emergency, emergency services would be contacted if necessary. A parent or designated adult would be contacted by the director. One staff member will remain with the child at all times.

### **INFORMATION YOU SHOULD KNOW ABOUT YOUR CHILD'S RIDE IN OUR VEHICLE**

Vans are required to have a special 7D inspection twice a year and annual state inspection. Our vehicle is properly maintained, registered and insured. The van is quipped fire extinguisher, first aid kit and sterile gloves. The driver conduct a circle check everyone morning to check for any problem areas. Our vehicle is equipped with seat belts that must be worn by all that are being transported. There is a 15 minutes leeway for drivers which allows for any major traffic tie-ups, snow, ice, constructions etc. The van has copies of each child's emergency contacts. Incident report forms are filled out on as needed basis.

### **INFORMATION ABOUT THE DRIVERS**

- All drivers are properly licensed with a 7D license.
- All drivers' records are checked prior to employment.
- All drivers have a CORI background check upon employment.
- Yearly physicals are required along with CPR certification.
- First Aid certification is issued every two years.
- Safety training such as Look Before You Lock and Safe Transportation are required.

Should you have a transportation concern please feel free to contact the director so that your concern may be dealt with in a timely manner. The working hours for the drivers are normally 7:30am to 9:00am and 2:30pm to 5:00pm. All children need to be home by 5:00pm.

Thank you very much for taking the time to read this booklet. We hope it has provided you with some important information into the needs of your child and the needs of the transportation program.

### **CONTACT US**

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