

## Private Transportation Contracted By Parents

Transportation arranged by you with a daycare center or activity center is strictly between you and that center/organization. Please note the following:

### **Parent(s) Responsibility**

- The form below must be completed and return to the school prior to the start of the arranged transportation. If possible, please provide a copy of this completed form to the daycare/organization.
- Permanent changes, such as transportation being terminated or change in provider must be submitted in writing.
- A note must be submitted to your child's teacher if your child is not going to be transported on a particular day and what the arrangement for that day is going to be. For example, you child is going to the dentist and you will be picking him/her up.

### **Daycare/Organization's Responsibility**

- The daycare/organization's bus vehicle/driver must be easily identifiable to our Staff. Preferably the vehicle is labeled with the name and the driver has proper I.D.
- The daycare/organization must have any changes on their part arranged/approved by you prior to the day in question and we must also be notified.
- Our Staff is contracted until 3:15 so all transportation must be here by that time at the latest. If an emergency causes lateness they are to call the school. If they are not coming at all they must notify you and you will need to have your child picked up as soon as possible.

### **Somerdale School's Responsibility**

- A school calendar will be provided to the driver on the 1<sup>st</sup> scheduled pick up day.
- An assistant will be assigned to escort your child from the building to the designated transportation vehicle.

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

**Daycare or Organization Name:** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

**Days Attending:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_