



# Manning Childcare Centre

3383-153 Av, NW Edmonton (AB) T5Y 6A6,

## Transportation Management Agreement

Between: Manning Childcare Centre

-and -

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

\_\_\_\_\_  
Parent's Name

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

-----  
Name of Child's School: \_\_\_\_\_

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

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

Transportation Responsibility:    Parent                      Our Program                      School Bus

Method of Transportation:            Centre Van                      School Bus                      Other

Please specify if you check other: \_\_\_\_\_

Drop off Time: \_\_\_\_\_ Drop off Location: School bus parking area

Pick up Time: \_\_\_\_\_

Pick up Location: School bus parking area

Early Dismissal Day & Time: \_\_\_\_\_

-----

**Guidelines and Procedures of Our Centre:**

- Our center staff will drive children to and from school for pick up and drop off.
- For drop off in the morning, staff member will gather the children 7:45 AM and escort them to the centre van.
- Our staff will make sure that all the children be seated and seat belt is on all the time
- Our staff member will drop off the children according to the schedule. \_\_\_\_\_  
School children will be dropped off @ the designated drop off area when the supervisor is present
- For pick up, our staff member will park the van at the pick up area and wait for the children to come to the van.
- Centre staff will pick up the children from school at scheduled time. In case of the late arrival or no show up at the pick up area, our staff member will follow following procedures (Please for detail procedures, read our Parents Handbook):
  - i. Wait extra 5 minutes at the designated location after specified time.
  - ii. Contact the school authorities to locate the child
  - iii. Contact program director or supervisor for any communication and information from parents
  - iv. Contact parents regarding location of the child
  - v. Contact emergency contact incase, communication with parents could not happen
  - vi. Call Edmonton Police Service to locate the child.
- Our staff member will wait at the school and parents will be notified to make an arrangement to pick up their children in the event of inclement weather.

**Responsibilities of Parents:**

- Provide detailed information of the transportation information to our centre and sign the transportation agreement
- Cost of the transportation is the sole responsibility of the parents
- Provide booster seat, if child requires one
- Parents need to provide a notice of absence of child in advance for both morning and afternoon
- Parents need to inform the program if program does not require to pick up the child from school
- If child arrives later than departure time it is the parent's responsibility to drop the child off the school, centre will not provide any arrangements for transportation.
- Parents are responsible to bear the cost associated to locate the lost child

I \_\_\_\_\_ hereby agreed to give permission to Manning Childcare Centre and to pick up and drop off my child from and to the school. I understand that Manning Childcare Centre is not responsible of my child once s/he is on school premises.

Parent's Signature: \_\_\_\_\_

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