

EASTCONN Head Start Transportation Guidelines

EASTCONN Early Head Start and Head Start is committed to the safety of all children and adults. We ask that you read the following guidelines and agree to follow them.

- The bus will stop at the designated bus stop only once.
- It is necessary to be ready and waiting outside 10 minutes before & 10 minutes after your scheduled pick up & drop off time.
- Parents/Guardians or the person designated must come to the bus stop to sign the child on and off the bus.
- Staff will only release children to their parents or persons age 18 or over, designated by the parents/guardians on the *Emergency Contact* form. A valid picture ID will be required before a child is released.
- Children are not allowed to eat or drink on the bus.
- Adults must be waiting at the designated stop. The bus will not stop if the adult is not visible. If no one is at the bus stop to take your child off the bus, he/she will be brought back to the center. If after 30 minutes and no contact has been made with the child's parents or emergency contacts, The Department of Children and Families (DCF) and the police will be contacted.
- If child is brought back to center, the following steps will take place:
 - First time: Verbal Warning
 - Second time: Written Warning
 - Third time: Meeting will take place with family advocate and appropriate manager.
 - Fourth time: Transportation service may be discontinued.
- If a child has to cross the street to get on or off the bus, an adult must accompany him/her. The child and adult must cross in front of the bus.
- If a parent has a concern or complaint about transportation services, please contact your Family Advocate or teacher to discuss the issue.
- Children must remain belted/harnessed in the seat at all times. A First Aid Kit and cell phone are available on the bus in case of injury or emergency. The cell phone may be used to call families to notify them of any delays or to call for alternate transport in the event of a breakdown or accident.
- In the event of an accident involving an EASTCONN bus, parents/guardians will be notified immediately and be given information about their child's condition and next steps to take.
- No smoking is allowed on or around EASTCONN vehicles.
- Adults are asked to conduct themselves appropriately on and around EASTCONN vehicles; this includes not swearing, yelling and having conversations that may be inappropriate for children to overhear.
- The bus is unable to stop for extended amounts of time at each stop. If you need to speak to your child's teacher, please call the center.

*Continuation of transportation services is at the discretion of EASTCONN Head Start and any failure to meet the above requirements will result in a meeting to discuss concerns.

I have read and understand the above information and agree to follow the guidelines.

Parent/Guardian Signature _____ Date _____