

NESD Head Start Bus Guidelines

BUS GUIDELINES and PICK-UP/DROP OFF



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What You Need to Know About Transportation: Guidelines for Parents

1. Children will be picked up and delivered at a designated time and place. **In case of an extreme emergency, please contact the center. Numerous changes in the bus schedule affect everyone!**
2. The driver will wait approximately three (3) minutes at a pick-up point. If necessary, the driver will honk the horn one time. It is EXTREMELY important to stay as close as possible to the schedule.
3. Children **MUST** be ready when the bus arrives. The parent or guardian **MUST** let the driver know that they are aware that the child has gotten to the bus. The driver is unable to leave the bus to come to the door. If the child misses the bus, it is the parent's responsibility to bring the child to school.
4. When a child is delivered home, the parent or guardian **MUST** let the driver know there is someone to receive the child. The driver is unable to leave the bus to come to the door. It is the responsibility of the parent/guardian to be there. In the event of an emergency, the parent/guardian should notify the center.
5. For the safety of the children/families, if there is no one home for pick-up or drop-off, the child will be taken to the center and the staff will make every effort to locate the parent/guardian and/or listed emergency contacts. After 30 minutes, if this attempt fails, it is the practice of the program to contact the Family Services Coordinator who will call the local law enforcement requesting the Police Department to do a home well check. If no one is home after well check is complete, Head Start/Police Department will contact Child Protective Services to pick up the child.
6. **It is the responsibility of the parents to notify the staff if their child is not to be picked up. Please notify the center when your child is able to return. Aberdeen Center parents also need to notify Ride Line at 626-3333.**
7. Only Head Start children and volunteers will be transported on the bus. When a parent volunteer needs a ride to the center, we ask that you make arrangements with the Bus Driver the day before. If you need to get a message to the center, the Bus Driver is always able to deliver messages.
8. There is no food, drink or smoking on the bus.
9. Toys and personal items should not be sent with the children unless staff designates a time.
10. All passengers must wear appropriate safety restraints.
11. If you have a change of address during the school year, every attempt will be made to transport your child; there may be certain situations in which transportation will not be available.
12. Your child will be dropped off according to the documentation provided to NESDHS.

What You Need to Know About PICK UP/DROP OFF: Guidelines for Parents

1. Parents or guardians who transport their own children must accompany the child into their classroom. **Children must not arrive before the scheduled class time begins and must be picked up by the scheduled dismissal time.**
2. For the safety of the children/families, if no one arrives for pick-up, every effort will be made to locate the parent/guardian and/or listed emergency contacts. After 30 minutes, if this attempt fails, it is the practice of the program to contact the Family Services Coordinator who will call the local law enforcement requesting the Police Department to do a home well check. If no one is home after the well check is complete, Head Start/Police Department will contact Child Protective Services to pick up the child.
3. In order to protect the children entrusted to our care, when families have custody arrangements, Head Start must have written legal documentation of custody arrangements and updated written changes in arrangements before we can release children to or deny release to any custodial parent or guardian.