

Policies for Transporting Children

Transporting Children by Car

- We offer field trips involving vehicle transportation as a very rare occurrence.
- We will transport the children by car only with your written permission. My reasons for transporting the children may include, but are not limited to:
 - Unusual field trips, such as the zoo or museum
 - Transporting school-age children to and from school or a bus stop
 - Transporting children in the event of an emergency
- I will need written permission to transport your child in a vehicle. When I transport the children, I will secure them in an appropriate child seat or carrier as required by state law.
- I may ask you to help me transport the children on a field trip in your car. When this need arises, I will request your help at least one week in advance.
- If someone else's car will be used to transport the children, I will make sure that the driver has a current driver's license and is insured as required by state law.
- On every field trip I will carry a first aid kit and the emergency contact numbers for the parents of all the children. I also have a field trip emergency plan.

Field Trips

- In a typical year, I will conduct walking field trips often to destinations such as the community park, community center, produce market, and the like.
- On every field trip I will carry a first aid kit and the emergency contact numbers for the parents of all the children. I also have a field trip emergency plan.

Persons Authorized to Pick Up and Drop Off Your Child

- You will notify me immediately of any changes in the name, address, or phone numbers of the people who are authorized to remove a child from my care.
- I reserve the right to remove anyone from the authorized pickup list for any reason.
- You will notify me in advance [verbally or in writing] if an authorized person will be arriving at my program to drop off or pick up a child.
- Any authorized person who arrives at my program to drop off or pick up a child must bring a picture ID.
- If there is a court order (such as a divorce settlement or restraining order) that limits the rights of one of the child's biological parents, you must give me a copy of that court order.

Pickup and Drop-off Policy

- My first responsibility is protecting the health and safety of the children in my care. When you drop off and pick up your child I need to make sure that the child is being transported safely. Transporting a child under the influence of alcohol or drugs or failing to use an appropriate car seat creates an unsafe situation.
- When you transport your child to and from my program, you must comply with state law regarding appropriate car seats and infant carriers.
- If you drop off a child at my program and have not transported the child in an appropriate car seat or carrier or are driving under the influence of alcohol or drugs, I may immediately terminate our contract.
- If in my opinion you cannot safely transport a child from my home at pickup time, I will ask you not to take the child and will propose the alternatives listed below.
 - I will call one of the people who is authorized to pick up the child and ask that person to transport the child.
 - I will call a cab to pick up you and your child. You will be responsible for paying the cab fare.
 - If you have failed to bring an appropriate car seat for the child, I will ask you to drive home without the child and return with an appropriate car seat installed in the car. I [will / will not] charge a late pickup fee under these circumstances.
- If you refuse to agree to an acceptable alternative and insist on taking the child, I will immediately call the police and report the unsafe situation.

Transporting School-age Children

- School-age children are not allowed to leave my program on their own; they must be picked up by a parent or other authorized person.
- You are responsible for picking up a school-age child from school due to illness.
- I am not willing to pick up a school-age child from school due to illness.
- You may not list me as a contact in case of illness or injury to the child during the school day.
- With prior arrangement, I will be responsible for picking up your school-age child from Fairmount Elementary School (only.)