

**Annette's Developmental and Learning Center
Transportation Permission Form
School Year 2009-2010**

Child's Name _____ Age _____

PLEASE CIRCLE YOUR CHILD'S SCHOOL

NAME OF SCHOOLS

- **HAMILTON CHRISTIAN ACADEMY**
- **J.D. CLIFTON ELEMENTARY**
- **PEARL WATSON ELEMENTARY**
- **WONDERLAND OF PLAY HEADSTART**
- **RALPH WILSON**

TEACHER'S NAME _____ ROOM# _____

My child has my permission to be transported, dropped off,
and released to Annette's Developmental & Learning
Center Staff.

Parent/Guardian Signature

Date

TRANSPORTATION POLICIES & PROCEDURES SCHOOL YEAR 2009-2010

TRANSPORTATION PLAN

- A. ADLC will provide transportation from school, and to and from field trips.
- B. Geographical areas served will be
 - J.D. Clifton, 100 North Prater Street, Lake Charles (337) 433-5316
 - Pearl Watson, 1300 5th Street, Lake Charles (337) 436-5029
 - Hamilton Christian Academy, 1416 8th Street, Lake Charles (337) 439-1178
 - Ralph Wilson, 1400 Opelousas Street, Lake Charles (337) 436-7103
 - Wonderland of Play, 425 Kingsley Street, Lake Charles (337) 439-1344
- C. Time schedule of the services; 2:00 pm to 5:30 pm
- D. Transportation provided by the center

ADLC WRITTEN POLICIES

- A. Transportation arrangements will conform to state laws, including seat belts and child restraints.
- B. Our office will have a communication device and will meet child/staff ratio.
- C. Staff in vehicles will be currently certified in CPR and trained in pediatric aid.
- D. All children will be under the direct supervision of staff at all times.
- E. Each child will board or leave the vehicle from the curbside of the street and/or shall be safely escorted across the street.
- F. A designed staff person will be present when the child is delivered to the center.
- G. The driver will check the vehicle at the completion of each trip to ensure that no child is left on the vehicle and all children were picked up and dropped off at the correct location.
- H. Center will contact parent if child is not at school and parent did not call to advise us that child would be absent from school.
- I. ADLC does not pick up on days in which school is only open for half a day.
- J. The vehicle will be maintained in good repair.

- K. The use of tobacco in any forms, use of alcohol and possession of illegal substances or unauthorized potentially toxic substances, firearms, pellet or BB guns (loaded or unloaded) in any vehicle while transporting children are prohibited.
- L. The number of persons in a vehicle used to transport children shall not exceed the manufacturer's recommended capacity.
 - 1. All drivers and vehicles shall be covered by liability insurance as required in section 5309.C.
 - 2. The driver shall hold a valid appropriate Louisiana driver's license.
 - 3. Each driver or attendant shall be provided with a current master transportation list including each child's name, pick up and drop off locations and authorized persons to whom child may be released.
 - 4. The driver or attendant shall maintain a daily attendance record.
 - 5. The vehicle shall have evidence of a current safety Inspection.
 - 6. There shall be information in each vehicle identifying the name of the Director and the name, telephone number and address of the center for emergency situations.

PARENTS WRITTEN POLICIES

- A. Good order will be maintained on the vehicle at all times.
Fighting, standing up while the vehicle is in motion, inappropriate language towards the driver or the other children, or any horse playing will be grounds for your child's transportation service being terminated.
- B. Parents need to notify center if the child will be absent from school by 1pm.
- C. After three false trips of trying to pick your child up from school and your child is not there, it will be grounds for termination.

SCHEDULE

PICK UP TIMES

1 ST RUN	Wonderland of Play	2:00pm
2 nd RUN	JD Clifton, Ralph Wilson Pearl Watson & Hamilton	2:35pm

BY SIGNING BELOW YOU UNDERSTAND AND AGREE TO ABIDE BY OUR TRANSPORTATION POLICIES AND PROCEDURES.

SIGNATURE OF PARENT/GUARDIAN

DATE

