

# Tri-County Head Start/Early Head Start Transportation Agreement

Head Start programs are not required to provide transportation services; however, we are required to assist parents to arrange transportation (send notice to form carpools with other parents etc.).

We do not provide door-to-door service. We stop at designated "safe" areas.

If there are more than three no call/no shows, you will be asked to forfeit your child's seat on the bus for a child who needs transportation.

A child may lose bus privileges if your child does not display appropriate behavior on the bus. (2 write ups = suspension)

If there is no adult present to receive your child from the bus more than once, the child will immediately be suspended which may lead to permanent loss of bus privileges.

Do not call the center to change the drop off location, this must be in writing and the change cannot be made off the designated route.

Please consider the above before requesting transportation services and signing this agreement. If this is not practical, we will work with family on other options.

## **PARENTS/GUARDIANS WILL RECEIVE COPY OF THIS AGREEMENT**

This agreement is made between Tri-County Community Council, Inc. Head Start and the parent(s) of \_\_\_\_\_.  
Name of Child

### **The parent of the above-named child will:**

- Be waiting at the pick-up point on time to place the child on the bus in the morning and pick the child up in the afternoon at the designated stopping area.
- Accompany the child to the bus and wait until the child is on board safely or has left the bus safely. (PARENTS ARE NOT ALLOWED ON BUS).
- Send only an adult listed on emergency contact card to drop off/pick up child in the event parent is unable to do so. Listed adults must have identification and be at least 16 years old.
- NOT SEND medicine, food, drinks, toys, or any other objects that are not school oriented.
- Notify Tri-County Transportation by 7:00 a.m. if your child will not be riding the bus. Transportation Numbers: WESTVILLE-548-5630 or 547-3688 WALTON 892-2422 or 892-7635
- Work with staff and child if child's behavior becomes disruptive on bus.
- BE RESPONSIBLE for picking up child at Head Start Center or drop off point. If an authorized adult does not pick up the child at designated time, Law Enforcement may be called if there is an extended wait for pick up or we are unable to contact an authorized adult for pick-up of the child.
- Do not chase the bus and expect the bus to stop if a parent misses the bus at a designated stop.

# Tri-County Head Start/Early Head Start Transportation Agreement

## Tri-County Community Council, Inc. Head Start will:

- Pay for transportation for this child on Tri-County Transportation for the days Head Start is operational during the \_\_\_\_\_ program year.
- Coordinate services with the transportation services providing transportation for this child.
- Provide trained staff to meet children in the a.m. and help children get on the bus in the p.m. at the center.
- Provide trained bus drivers and escorts to ensure a child's safety while on the bus.
- Ensure children are supervised and safe while waiting on the bus at the Center.
- Notify parents of any problems that occur during the transportation of the child.

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Parent/Guardian Signature

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Date

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Staff Signature

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Date