

## Transportation

SR will be responsible for transporting its participants from schools listed below. Pick-ups from schools to SR program's location will take place **at normal dismissal times**. If a child is attending a fieldtrip and returns to school **after normal dismissal time, it is the responsibility of the child's parents to arrange transportation** from school to home or to the program. All costs associated with transportation is included in tuition/program fee.

### **Eligible Schools**

- James Ryder Randall Elementary School
- Imagine Andrews Public Charter School
- Brandywine Elementary School
- Francis T Evans Elementary School
- Waldon Woods Elementary School
- Benjamin Foulois, Performing Arts School

Additional Schools and/or Areas can be added including Charles County  
Schedule Conflicts will be resolved on a first enrolled, first serve basis.

The parent will need to submit the Transportation Permission Form on or before the first day that the child participates in the program.

Transportation for SR program youth is provided within Art for Growth's 12 passenger van. The van is driven and supervised by qualified staff.

Morning Procedure for Before Youth Program Participants:

1. Parents drop off child to program home location
2. After breakfast, van leaves SR location for school drop offs at 7:10 am.

Afternoon Procedure for After School Youth Program Participants:

Children arrive at SR program location by one of the following methods:

1. Parent drop off and /or approved and provided transportation made by parent
2. SR program staff via Arts for Growth 12 passenger van.

SR staff is responsible for its program youth whenever youth are present in program's Home location, and from the time they board van for drop off, and/or picked up from school until parents return for child(ren) from SR program location.

### **Transportation (continued)**

Children are picked up from school by SR during regular school scheduled days, and early release days. Safety of the children is our top priority while they are being transported to our program location.

Each child must follow the following guidelines:

- All children must follow van rules and regulations while being transported to program.
- All children must remain seated and wear seat belts at all times while being transported.
- In the event that a child does not follow the rules, the driver or van attendant will do the following:
  1. Pull over and address the issue with the child  
(ex: buckle the child's seat belt again and remind them of the rules).
  2. Alert the director upon return to the program.

The director will then speak to the child and alert the parents at pick up in order to identify ways to resolve the issue.

**Disruptive behavior and/or unbuckling seatbelts may forfeit the right to transportation.**

#### **If a child is not present for school pick-up**

1. The driver will call the school or teacher from the van and ask them if they know the whereabouts of the child.
2. The driver will call the director to make director aware of the situation.

If the school or teacher is unable to locate the child:

3. The director will call the parent.
4. If the child is not located after the above efforts, the driver, and/or van supervisor, and director will assist the parent until child is located.

If the child still cannot be located, the director will recommend that the parent contact authorities. If the parent is not accessible, the director will contact the authorities (i.e., Police Department, Office of Child Care, etc.)

#### **In the event of a transportation breakdown**

1. The driver will alert SR director, and stay with children already in van until a substitute vehicle is provided.
2. The director will deploy a substitute vehicle with an authorized letter from the director giving substitute driver and van authority to complete pick-ups and to pick-up any children left with the original van and driver.

**Evening Pick Ups:**

- Children are transported home by their parents or by other adults designated by the parents.
- Once a child is signed out by the parent, or other authorized person, the child is the parent's responsibility.

**Parent / Emergency Pick-up**

We require written authorization if anyone other than the individuals listed on the pick-up form will be picking up your child. This is a direct order of the Maryland Childcare Regulations. This written authorization may be faxed. The designated person will be required to provide a valid state issued identification before the child will be released to him/her.

Should a parent, for whatever reason, decides to pick their child up and forgo After Care, the parent must notify the Director before 12 pm. Failure of notification will result in a \$10.00 fine.

**Field Trips & Outings**

Our SR program consists of various field trips and outings conducive for the life skills training portion of our program. Field trips during the school year take place on our program's business days on which Prince George's County Public Schools are closed. Field trips take place monthly during Summer Camp. In order for your child to participate, you must agree to and sign a "Field Trip/Outing Permission Form." Parents will receive notice regarding any planned program day Field Trip or Outing, via text, email, and our Parents Corner. Some Field trips may require an admission and/or activity fee. Activity fees contribute towards gas, parking, and other trip related expenses.

**Annual Out of State Field Trip**

As part of our SR program's Summer Camp activities, there will be an annual Out of State youth and Family Field Trip to take place within the first week of the month of August. The trip is contingent on the program having at least four (4) annual enrolled youth (i.e., youth enrolled during both the School Year, and for Summer Camp. The cost of the field trip is free for SR youth participants, and for (up to three (3) family members serving as volunteer chaperons. Other immediate family members may join us on the field trip at a discounted fee. Immediate family members under the age of 21 must be accompanied by an adult family member.

Duration of each annual trip will vary, and will be announced.