



KIDS CENTER TRANSPORTATION PROCESS

Kids Center safety policies for transporting children from school to Kids Center

The care and safety involved in transporting your child to the JCC is of utmost importance to us. Within that framework and in order for the transportation service to operate smoothly, we ask you to comply with the following guidelines:

- The registration form notes the specific days that your child will be attending the program throughout the school year. Notify us immediately if there is a change in your days of attendance. If your child will not be attending Kids Center for any reason, **you must call the Transportation Hotline at 414-967-8267** no later than 10:30 am for midday K4 pick ups and no later than 2:30 pm for afterschool pick ups.
- When staff arrive at your child's school and a child we are expecting to pick up is not there, we treat this as an EMERGENCY situation. Thank you for your prompt communication and notice, and for your support in ensuring that the JCC is properly notified when your child is not planning to attend, as noted above.
- Children must wear seatbelts. They are never allowed to walk around within the moving bus.
- If your child is at the Milwaukee Jewish Day School (MJDS) your child will be walked over by the Kids Center Staff. Children meet the staff in the MJDS Lunch Room and attendance is taken. Children will then walk over to the JCC with the Staff member. Children will walk along the sidewalk next to the parking lot (children will not be allowed to walk through the parking lot) and escorted into the Kids Center rooms. In the event of inclement weather, a bus will transport them from MJDS to the JCC.
- While the JCC has strong relationships with our area schools, we do not make direct contact with all of the school offices and classroom teachers regarding student transportation. It is the parent's responsibility to inform your child's classroom teacher and school office of their after-school schedule. Please inform them which days your child will be utilizing JCC transportation and inquire about their policy ensuring your child gets safely on the bus. Throughout the school year, please inform your child's school of any changes to their schedule.
- Kids Center reserves the right to cancel transportation due to inclement weather conditions. If transportation is cancelled after school has begun, you will be notified by email. **We do not provide bus service to or from a school that is not in session.**
- Due to the size of our program, it is imperative that absences are called into the hotline. There will be a \$15 fee charged to your account for each forgotten call after a second no call.

Child's name _____

Parent signature _____ Date _____