**Kids SmART, Inc.**

**EMORY TRANSPORTATION POLICY**

At Kids SmART, Inc. we provide convenient transportation to and from school for your child. We have designated, labeled and certified vans to transport your child safely. Kids SmART, Inc. does routine safety checks prior to the transport.

**Departing & Arrival Times:**

Van transport will be on a first reserved, first served basis as there are limited spaces available. Scheduling for transport must occur every **Wednesday** for the upcoming Mon-Fri week of service. Monthly schedules will be accepted.

Contact: main office 720-550-6728 for Scheduling & Payment assistance.

**Transport Schedule:**

|  |  |  |
| --- | --- | --- |
| AM:  NO MORNING TRANSPORT |  |  |
| PM:  M-F After School | Kids SmART, Inc will pick up child/ren at Emory Elementary no later than:  **2:30 PM**  **(van will leave by 2:45 to Emory)** | Parent/Guardian must pick up child/ren at Emory Elementary no later than:  **6:00 PM** |

**PM Pick up Location:**

* Kids SmART, Inc. pick up location is right out front of Lasley Elementary on the grassy area closest to the parking lot. In the event the PM location changes, you will be notified. Encourage your child to be prompt (by 2:35p) to the PM pick up location at time of school dismissal.

**Remind your child/ren which days they will need to meet Kids SmART staff at PM Pick Up Location!**

**ADDITIONAL PICK UP/DROP OFF REQUIREMENTS**

* Parents/Guardians are required to contact Kids SmART, Inc. of any changes in transportation, and will give ample time to meet these changes. It is required that a 2-hour notification is given prior to a child’s absence from **PM** transport.

Contact: **720-626-2602** for absence reporting.

* Parents/Guardians are required to notify the school that Kids SmART, Inc. will be picking up and/or dropping off your child. **Contact Lasley Elementary to ensure proper child pick up/drop off documentation is complete if needed**.
* If a child arrives late for transportation, Kids SmART, Inc. will make every effort to transport children on time ensuring safety is a priority. In the event the child does not arrive to PM transport, Kids SmART, Inc. will contact school & parent/guardian for child location assistance. Kids SmART cannot wait past 2:45pm for a child to arrive in the pick-up location.
* If a child forgets or leave belongings at school, the driver will be unable to return to the school to collect them.
* In rare circumstances, transportation may be cancelled due to inclement weather or emergency school closures. Kids SmART, Inc. will contact you immediately if transportation is unavailable.
* It is the responsibility of the parent to arrange a bus buddy or helper to help your child to the van, if deemed necessary. The driver may not be able to leave the vans unattended.

The following is required (completed in full) in order for Kids SmART, Inc. to transport your child.

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(parent/legal guardian name) have read

and understand the Transportation Policy and give Kids’SmART, Inc. the consent for my

child/ren:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to be

transported to school and/or from school.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/ Legal Guardian Signature Date