



**EAST VALLEY
BOYS & GIRLS CLUB**



TRANSPORTATION PROGRAM 2011/12

East Valley Boys & Girls Clubs – La Puente Unit
503 N. Glendora Ave., La Puente, CA 91744
Phone: (626) 855-1552



Program Information, Policies, Procedures and General Rules

PURPOSE:

The East Valley Boys & Girls Clubs Transportation Program provides safe and reliable transportation from La Puente area schools to the East Valley Boys & Girls Club - La Puente Unit (EVBGCLPU). The transportation program offers an opportunity for parents to have their children attend an enriching program. The child/children will have the opportunity to be engaged in a variety of programs designed to enhance self-esteem, sportsmanship, fairness, and honesty.

PROGRAM HOURS:

Van pick-ups are from Monday through Friday on regular school days, based on HLPUSD schedules. **The Club will not pick up children early or on school holidays.** Parents may pick their child/children up as long as the EVBGCLPU is open. Please be aware of the Clubs hours of operation, particularly for special events and holidays. Due to the high demand of this service, there is limited space, a waiting list is available. In the event of a school emergency, such as an earthquake or other disaster, parents are responsible for picking up their children.

REQUIREMENTS:

Children participating must be members of the East Valley Boys & Girls Club - La Puente Unit. Non-members may sign up to become members. Membership fee is \$25.00, annually. Participation in the transportation program is determined on a first come first served basis. ***A minimum of 3 members must be enrolled in the transportation program for a school to be added for pickup.** To request a school to be added to our pickup list contact the Director of Operations, Shannon Smith, at (626) 855-1552.

FEES:

The cost for transportation is as follows:

- **First Child \$120.00 per month, additional sibling \$60.00 per month each** (\$60.00 sibling discount).
- Fees cover the entire month, regardless of the number of days your child is picked up. There is no daily or weekly fee. **PAYMENTS ARE DUE ON THE 1ST OF EVERY MONTH.**
- Late payments are subject to a \$10.00 fee.
- A \$30.00 fee will be charged for all returned checks.

Failure to make payments results in suspension from the transportation program until fees are paid. Once ALL fees are paid in full you will be added to the next available opening on the waiting list.

POLICIES:

- **Parents are responsible for notifying the Club between 9 a.m. and 12 noon on the days their child/children should not be picked up.** Please leave a message with our membership desk or leave a message on our general voicemail at **(626) 855-1552**. Failure to notify the Club on three occasions **WILL** result in the removal of your child from the transportation program without refund.
- **Parents are responsible for notifying the Club (between 9 a.m. and 12 noon) if their child/children have any after-school activities and will not need pick-up on certain days.**
- **Parents are responsible for notifying the Club of any early dismissals at their child's school.** Parents must do so at least one business day prior to the change in schedule so we can have a driver available.
- **Parents are responsible for ensuring that their child boards the bus on time.**
- **Parents are responsible for the pick-up of their child after they have missed the bus.** The Club will only return to a school to pick-up a child if it is determined that the Club was at fault for the missed pick-up.
- **Your child's behavior is important to the program.** The Club reserves the right in its sole discretion to remove any child from the transportation program for any reason whatsoever, whether or not the child has been warned about his or her behavior prior to the removal.

PICK-UPS:

- All children will be picked up in front of the school which they attend unless specified otherwise by the Club.
- Pick-up times and schedules may vary for each school. On average, the van will arrive 10 – 40 minutes after school is dismissed (depending on the school). Please make sure your child/children understand that he/she must go directly to the pick-up location immediately after school. Your child is responsible for being at the designated pick-up location on time.
- The Van driver will only wait 10 minutes at each location.
- Drivers will **NOT** get out of the van to find children.
- The van **WILL NOT RETURN** to pick up children who have missed their pick-up. It is important that your child is waiting for the van because it **WILL NOT** return or wait if your child is detained at school. Parents are responsible for providing transportation for their children who are not picked up by the van for any reason.
- Please inform your child to have the school office call the Club if he/she may have missed the van due to the fault of the Club. Circumstances beyond our control can create a late pick-up.

GENERAL VAN RULES:

- **MEMBERS MUST HAVE THEIR MEMBERSHIP CARDS.**
- Members must be at the assigned pick-up area. Your child's designated area of pick-up is:

- Daily attendance will be taken. A warning will be given to any no-show. Upon receiving three (3) warnings, your child's transportation privileges will be suspended. There will be **NO** refund for this program.
- Children **must** wear a seat belt at all times and remain seated while the van is in motion. Seat belts must remain on until the van comes to a complete stop.
- Participants **must** abide by the rules of the Club van driver at all times.
- No horse playing.
- No eating or drinking allowed. Help keep our vans clean.

East Valley Boys & Girls Club – La Puente Unit

Transportation Program Enrollment Form

Please print neatly

CHILD'S NAME: _____ **MEMBER #:** _____ **EXP DATE:** ___/___/___

HOME ADDRESS: _____ **CITY:** _____ **ZIP CODE:** _____

HOME PHONE #: (____) _____ - _____ **GRADE:** _____ **AGE:** _____

SCHOOL: _____ **TEACHER:** _____ **DISMISSAL TIME:** _____

PARENT'S/LEGAL GUARDIAN'S NAME: _____ **MOBILE PHONE #:** (____) _____

EMERGENCY CONTACT: _____

PHONE #: (____) _____ **RELATIONSHIP TO CHILD** _____

PARENT AND MEMBER CONSENT

- I provide my consent for my child's participation in the East Valley Boys & Girls Clubs – La Puente Unit ("Club") Transportation Program, which will provide transportation between school and the Club's facility.
- If my child becomes ill or sustains injury while participating in the Transportation Program, the Club Staff have my permission to administer first aid for my child's relief. If it is not practical or possible to return my child to me or receive instructions for his or her care, consent is given for admittance to a physician's office or hospital to receive care from a licensed physician and/or surgeon that he or she deems necessary for the relief of pain and to preserve his or her life or health. I agree to be responsible for the cost of any such medical treatment.
- It is expressly understood and agreed that the East Valley Boys & Girls Clubs shall not be responsible or legally liable for any losses of personal property, or for any bodily injuries, or the result thereof, incurred and suffered by my child in connection with this activity, unless loss or injury results directly from negligence or willful act of any employee of the East Valley Boys & Girls Clubs acting within the scope of their employment.
- I understand that the Club's Disclaimer, Assumption of Risk and Waiver applies to the Transportation Program, as well as all programs affiliated with the Club.

Parent/Legal Guardian Signature

Date

WE HAVE READ ALL THE POLICIES, PROCEDURES, AND GENERAL RULES OF THIS PROGRAM AND FULLY UNDERSTAND AND ACCEPT OUR RESPONSIBILITIES.

Parent/Legal Guardian Signature

Member Signature

Office Use Only:

Payment of \$ _____ Cash _____ Check# _____ Date Paid: ___/___/___ Start Date: ___/___/___

Other arrangements: _____ Staff Initials: _____