

TRANSPORTATION POLICY

All parents must fill out a transportation authorization form at enrollment.

Arrivals

All children arrive at Discovery by a parent/guardian or a person authorized by a parent/guardian.

Pick Ups

All children must be picked up by a parent/guardian or a person authorized by a parent/guardian that is written in your child's records. You may notify Discovery by phone or a written note giving your permission for someone other than those written in your child's record file, to pick up your child. Anyone picking up your child will be asked for a photo ID to verify correct information given to Discovery. Under no circumstances will your child be permitted to leave with anyone other than those people designated on your child's record file, written note and /or phone conversation. Any non-authorized person who tries to pick up a child will not be allowed to leave the premises with that child.

Late Pick Up

Please make every effort to pick up your child on time. If lateness is unavoidable, please notify Discovery immediately so that a teacher may help minimize any fears your child may have. If your child is not picked up by his or her designated time, you will be required to pay a late fee of \$1.00 a minute after the first 5 minutes. If your child is not picked up within 15 minutes following closing and the parent/guardian has not arrived/contacted Discovery, the director will contact local authorities and release the child to their custody.

Field Trips

Massachusetts Law states that children must ride in car seats until they are at least 5 years old and weigh over 45 pounds. Discovery will go on walking field trips with parent/guardian written permission. If there is a planned field trip where transportation is needed, Discovery will rent a bus and encourage parents to ride with their children. Discovery will make all secure arrangements with the destination fieldtrip. All Discovery Preschool teachers will carry cellular phones with them at all times during the fieldtrip. The Discovery Preschool children will wear name tags and Discovery Preschool light blue t-shirts. If anything should happen on Discovery Preschool fieldtrips, Discovery will follow our Emergency Situations Policy.

After School Children

Discovery staff will safely place your child on the bus in the morning. Discovery staff will meet the after school bus at arrival time. If for any reason your child will not be arriving at Discovery, PLEASE notify a Discovery staff member. If you don't notify Discovery and your child doesn't get off the bus, a phone call will be made to the school and then to you.