



Northern Montana Child Development Center Transportation Services



Welcome to Head Start!

In an effort to make this a safe year for your child on the bus, we would like to take this opportunity to inform you of the transportation services of Northern Montana Child Development Center. Safety practices will be reinforced in the program and can also be reinforced in the home by the parents.

- **Parent will have a primary and secondary pickup and drop off location.** The primary pickup is where your child will be picked up and drop off daily and the secondary is the location that the bus will go only in emergency situations, unless advance notice is given by the parent/guardian. (please do not expect the bus to go to both locations)
- **IF ANY CHANGES TO THE PICK-UP AND/ OR DROP OFF LOCATION ARE NEEDED** (other than from the primary or secondary locations) **THEY MUST BE ARRANGED AT LEAST 24 HOURS IN ADVANCE.** This can ONLY be done by contacting a transportation staff member.
- Changes between the primary and secondary pick up and drop off will not need a 24 hour notice, but must be made before the child's bus run starts. (an hour before their class begins)
- Our bus runs are arranged so that they do not go over 1 hour. They are arranged so that the first child picked up is the first child dropped off. No child should ride the bus longer than any other child.
- We encourage all parents to be at the designated drop off location or have an authorized adult there when their child's class ends. This way someone will be there when the bus arrives with the child. **There are times when the bus may be early, due to fewer children on the bus, or might be late due to road conditions.** It is very

important that an authorized person be there for the child. At drop off, we will only release your child to those persons on your authorized release list that you completed with your child's teacher on the first home visit. If no one from this list is there, we will follow the custodial care policy. This policy is enforced and effective for all children in the program, no exceptions. Any addition or deletions from the authorized release list must be done in person. If we cannot SEE someone from the release list, we will not release your child. If we are not sure who someone is, we may ask to see picture identification.

If the pick up or drop off location is a licensed or registered child care provider:

- We have agreement with the providers that our bus assistant will go to the door to get your child at pick up and will escort them to the door at drop off. **This is only with child care providers.**

If the pick up or drop off location is home or someplace other than a licensed or registered child care provider:

- It is important that your child be escorted by someone to the bus for boarding and met at the bus by someone on your authorized release list at drop off
- The bus will only wait TWO MINUTES at each stop, both on pick up and drop off. When they first pull up, if they do not see that you see them, they will honk the horn. After about one minute, they will again honk the horn. If your child misses the bus, it is your responsibility to get them to class at the appropriate time (no more than 5 minutes before their class time). There will be NO late pick ups by staff if a child misses the bus. If you miss the bus on drop off after school, we will follow the custodial care policy.
- Please have your child ready to go when the bus arrives. **The bus assistant will not do his**

and cannot come to the door to get your child

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After the first few weeks of school, you should have an idea of the approximate time the bus will show up each day.

- The children will board and exit the bus one child at a time. They will not be allowed to jump off the bus steps, even if you are there to catch them. Please do not encourage them to jump into your arms.
- The handrails should always be used by children and adults when boarding the bus.
- We try to arrange the bus runs so that no child has to cross the street to board or exit the bus. This may not happen if you live on a one way. If your child needs to cross the street, an adult **MUST** accompany them. The bus assistant will meet them at the curb, if another adult does not escort them.
- Please have your child wait for the bus assistant if you are not taking them across the street. The child will be taught to look left, right and then left again before crossing the street (and if possible, we will use the cross walks and follow all traffic and pedestrian lights) no child is allowed to cross the street alone or encouraged to do so.
- If your child is going to be absent from class or does not need the bus, please call the **Lincoln Avenue Center@265-6794. If no one answers please use the bus extension #2018 and not the receptionist or teachers voicemail.** Calls should be received at least one hour before class is scheduled to begin as that is when the buses will leave for that bus run. We have answering machines at both locations that are turned on during non-business hours. Transportation staff will check for messages before each bus run.
- If you don not have a phone, please use the **BUS DOT** (ask for one if needed). The dot should be placed in your window where the bus driver can see it. This will let them know they do not have to stop and they will not honk their horn.
- The bus driver will let your child's teacher know that they did not pick up your child because the BUS DOT was in the window.

Please remember to remove the dot when we are to begin picking up your child again.

- If your child needs special transportation arrangements because of a disability or other circumstances, please contact the Transportation Supervisor for a Special Transportation Request Form.
- New transportation requests can be picked up at the Lincoln Center office or received from transportation staff.
- If you would like to ride on the bus to see how it works or if you can help out on the bus anytime, please call our office and we will gladly make arrangements for you to ride along and/or help out.
- If you have questions about your child's transportation, please contact the transportation staff @ 265-6794

Northern Montana Child Development Center

EVERY CHILD DESERVES A HEAD START

**1360 Lincoln Avenue
Havre, Mt. 59501**

**Phone: (406)265-6794
Fax (406)265-4217**

**HRDC SITE
2229 5th Avenue
Phone: (406)265-5810**

We are on the web @ www.hrdc4.org

Transportation Services



DANGER ZONES & EVACUATION DRILLS

Included in this section of the orientation manual is a picture of the bus danger zones. Please review these with your child. Remind your child that if they cannot see the bus driver – the bus driver cannot see them.

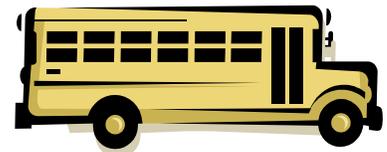
Emergency evacuation drills will be done 3 times a year. During the drill, the children are unloaded through the back emergency exit door. The bus driver or assistant will hand the children down, one at a time to the other bus team member. The children will be instructed where to stand and wait while the other children are unloaded. Children will not be allowed to jump out of the back of the bus or into the arms of the waiting bus team member. Before a drill is performed and during the drill, we will explain to the children what we are going to do and why and we will answer any of the questions that they may have in an appropriate manner.



BUS RULES

1. **Stay in your seat.**
2. **Keep your seat belt buckled.**
3. **Keep your hands and feet to yourself**
4. **Use quiet, inside voices while on the bus.**
5. **No toys, candy, food, or gum is allowed on the bus.**

They can present a serious health hazard and will be taken away and returned when destination is reached.



If candy, gum, food, or toys are being sent to school for show and tell, birthday parties or at the request of the teacher, they should be placed inside a backpack, sack, or other container that has your child's name on it. It will be put in the bus basket upon boarding. The container will be given to the child, teacher, or parent once they arrive at the child's destination. Vitamins should not be sent to school with the child or given to them to take on the bus.

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Phone Messages

Our office hours are from 8am-5pm, M-F. Some Mondays the staff will be involved in meetings. Head Start also takes some of their holidays on Mondays in order to not interfere with class days. During the times when one is in the office, messages may be left on the answering machine at the Lincoln Center by calling **(406)265-6794** and following the directions. The answering machine will pick up after a few rings and you may leave your message. Please make sure you select the appropriate extension #2018 is for bus messages



Messages for the Buses

When calling to leave a message for the bus, use the bus extension only. **(DO NOT leave messages fro the bus on the teacher's voice mail)**

Please leave the child's **full name**(first & last), your full name (first and last), and a phone number where you can be contacted.

Messages for Absences

When calling because your child will not be in class, please leave the child's **full name** (first and last), the child's teacher's name, and the reason your child will be absent (sick, out of town, doctor's appointment, etc.) so that we may write it down.

CALLER ID

If you have a caller ID on your phone and Head Start is identified, please be aware that there are at least 24 staff members who could have called you. Therefore, when you call Head Start inquiring about who called, the person answering the phone may not be able to determine who was trying to contact you.