



Shine On

Consent for the Transportation of Children

Start Date for Release: \_\_\_\_\_

Child(ren)'s Name(s): \_\_\_\_\_ Grade: \_\_\_\_\_
\_\_\_\_\_ Grade: \_\_\_\_\_
\_\_\_\_\_ Grade: \_\_\_\_\_

School Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Child Care Program/Home Child Care Provider Name: \_\_\_\_\_

Important: It is the responsibility of the parent/guardian to arrange for transportation to and from school to the child care program location.

[ ] BUSSING Bus Line: \_\_\_\_\_ Route No.: \_\_\_\_\_

YMCA of Northeastern Ontario staff will escort your child to and from the bus into the YMCA program. However, Home Child Care Providers are unable to walk children to and from the bus.

[ ] TAXI Driver's Name: \_\_\_\_\_ Driver No.: \_\_\_\_\_

If the parent/guardian has arranged for the child to be transported to and from school via taxi, the taxi driver must consistently be the same person and must be listed as an authorized pick-up/drop-off person for your child.

Drop-off AM: \_\_\_\_\_ Pick-up AM: \_\_\_\_\_ Drop-off PM: \_\_\_\_\_ Pick-up PM: \_\_\_\_\_

Should the child(ren) not arrive within a reasonable time (15 minutes) of the scheduled time, the following procedure will be followed:

- If there are no messages from the parent/guardian, the school will be contacted to determine whether the child was present.
o If they were absent, no other contacts are required.
o If they were present and have not yet arrived, contact the bus or taxi company to determine if they are delayed.
o If the bus or taxi company is not delayed and cannot confirm the child's whereabouts, contact the parents/guardians to inquire about the child's absence; leaving voicemail messages if there is no answer.
If both parents/guardians are unavailable or unreachable, the emergency contacts will be contacted in order.
If unable to reach any parent/guardian or emergency contacts, the supervisor is to inform the manager and, within 15 minutes of not hearing from anyone regarding the child(ren)'s whereabouts, the YMCA of Northeastern Ontario's Safe Arrival Policy will be initiated. Emergency Services (911) will be contacted.
A final attempt is made to contact the parents/guardians, leaving a voicemail message if no answer, informing them about the contact to police with the time and date.
Staff are to document in their logbook the attempts to contact including the date, time, person, and outcome.
Additional safety measures per location may be developed that are unique to that center or the Licensed Home Provider.

I hereby give consent to the YMCA of Northeastern Ontario Program listed above to allow my above-named child(ren) to be released to above-listed transportation company. I understand that the YMCA of Northeastern Ontario is not responsible for my child until they arrive (signed-in) at the YMCA program or after they leave (signed-out) of the YMCA program.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_