



TRANSPORTATION PROGRAM 2015/2016

The Boys & Girls Club of the West Valley provides transportation from various Elementary, Middle and High Schools. The schools that we pick up from will depend on the number of students that are signed up for the **monthly* transportation program from each school. **The following schools and any add-on schools will only get picked up once we meet the 7 member minimum.**

ELEMENTARY SCHOOLS

- ❖ Calvert Elementary
- ❖ Canoga Park Elementary
- ❖ Ivy Academia Taft (K-6)
- ❖ Serrania Ave Elementary
- ❖ Welby Way Elementary

- ❖ Village Charter Academy
- ❖ Ingenium Charter
- ❖ Nevada Elementary
- ❖ New Academy Canoga Park

MIDDLE SCHOOL

- ❖ Woodland Hills Academy

HIGH SCHOOL

- ❖ Ivy Academia (Valley Circle)

*7 Member minimum for ALL schools

Transportation Policies

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| <ul style="list-style-type: none"> • For your child's safety transportation will not begin the week of sign-up. We will begin pick-up the following week. • Please ask front desk to point out what our vans look like to your child if you are a new participant. • Please notify school that your child will now be attending our program. • Pick up times and schedules may vary for each school. On average, the van(s) may arrive up to <u>10-45 minutes after school is dismissed</u> (depending on the school.) | <ul style="list-style-type: none"> • Please be sure your child understands that he/she must go directly to the pickup location immediately after school. • Due to the number of schools that we pick-up our <u>driver will wait</u> approximately <u>5-10 minutes at each location</u>. • If your child is not at designated pick up area when driver arrives, we will assume that your child will not attend that day. • We encourage parents to contact us at least one hour prior to dismissal when they will not attend. | <ul style="list-style-type: none"> • In the event that your child is left at the school, the school has been instructed to notify you in order to arrange your child's pickup. The Boys & Girls Club <u>WILL NOT</u> go back to pick up members. • <u>If payment is not received</u> or declined (Automatic Payments) by last Friday of every month it will result in a \$5 late fee per member. • You will have the first week of the new month to make your payment before we are required to remove your child from the transportation program. |
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The cost for transportation is as follows:

*MONTHLY FEE: \$ 65 for 1st child \$60 each additional child

Fees cover the entire month; the only pro-rated months are December and January. There is no daily or weekly fee.

School: _____ Grade: _____

Child First Name: _____ Child last Name: _____

In case we need to contact you during our pick up hours who can we contact: _____

Telephone: _____

Would you like us to communicate with you Via-text if it is not an emergency? -----→ Yes No

E-mail: _____@_____

I would like to receive updates and information on upcoming events via-email -----→ Yes No

I have read and completed this permission form, understand the policies of the Club's transportation program, and have explained them to my child. I give my child permission to participate in the transportation service. It is expressly understood and agreed that the Boys & Girls Club of the West Valley shall not be responsible or legally liable for any losses of personal property, or for any bodily injuries, or the result thereof, incurred or suffered by my child in connection with or while participating in our transportation program.

Parent/ Guardian Signature

Date



Monthly Payment Agreement

I _____ understand that my monthly transportation fee is due by every **last FRIDAY of**
Parent/ Guardian Name

the month. If I am unable to pay this fee by the last FRIDAY I must call to make other arrangements with the Membership Coordinator. If arrangements are not made, I understand that I will have until the first Friday of the month to make my payment before my child is removed from transportation. Although arrangements have been made I am aware that I will have to pay a late fee of \$5 per child on transportation.

Parent/ Guardian Signature

Date

Credit Card Information (Required)

If you DO NOT want to take part in the automatic monthly charge:

Your credit card will not be charged unless you specify you would like us to process it monthly for you. If you fail to make your monthly payment and do not communicate with us we will be forced to charge your card at your monthly rate of which your child attended along with the \$5 late fee per child.

If you would like to be a part of our automatic monthly charge:

Your credit card will be processed last Friday of each month. If your card is declined during processing we will contact you so you can make payment that evening. If unable to make payment that day and do not communicate with us you will be charged the \$5 late fee per child.

Credit Card Type (circle): **Visa** **MasterCard** **Discovery** **Amex**

Name on card: _____

Credit Card #: _____ - _____ - _____ - _____

Expiration date: _____ / _____ **Zip Code:** _____

Signature of card holder **Yes!** Please charge my card \$ _____ /monthly.

Signature of card holder **No!** Please only keep my car information on file. I understand that if I fail to make my payment and do not communicate with the Boys & Girls Club that my card will be charged \$ _____ /month.

****You can retrieve a statement/receipt of all payments made at the end of the month/year.**

****Form will be shredded at the end 2015/2016 school year.**