YMCA of
Northeastern Ontario
Child, Youth and Family Development

Consent for Transportation of Children

Start Date for Release: _____

Child(ren)'s Name(s): _____ **Grade:** _____

_____ **Grade:** _____

_____ **Grade:** _____

School Name: _____ **School Phone No.:** _____

Important: It is the responsibility of the parent of the child to arrange for transportation to and from school to child care. However, please note that it is the expectation of school boards that children attend the school located within the zone of their residence or the address where a student is picked-up and dropped-off on a daily basis. Families who have registered their child(ren) or who wish to register their child(ren) to attend an out of zone school are required to complete an optional zone form that can be obtained from the out of school zone, however, transportation is not guaranteed. This must be taken into consideration before accepting school-age children into care.

☐ **BUSSING**   **Bus Line:** _____

YMCA 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 has made arrangements 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:** _____

However, if the child has not arrived at the program or Provider's home within reasonable time (1/2 hour), the YMCA Staff or Provider will:

1. Child care staff (child care supervisor or home child care provider) is to check in with the child's school or for any phone messages) to determine if children have been reported absent and note this on the attendance list (sign-in and out sheet). If the child was or reported absent, there is no need to worry about them.
2. If the child was **not** reported absent, contact the bus or taxi company to determine whether they are delayed.
3. If bus or taxi company are not delayed and cannot confirm the child's whereabouts, contact the parent to inquire about the child's absence (Parent 1, if not successful, then Parent 2); leave a message, if necessary.
4. If unable to speak with any parent, staff will then attempt to contact the emergency contacts (1, 2, then 3) to ask for their assistance in locating the parent of the child or the child.
5. If unable to reach any parent or emergency contact person, the supervisor is to inform the manager and, **within 15 minutes** of not hearing from anyone about the child's whereabouts, the next step is initiating the YMCA emergency procedure, which is contacting the police (911) and/or Children's Aid Society (C.A.S.).
6. A final attempt is made to contact the parent; leaving a message, when possible, about having to contact the police and/or C.A.S. with the time and date.
7. Staff are to document in their log book the attempts to contact including the date, time, person and outcome.
8. Additional safety measures per location may be developed unique to that centre or Licensed-Home.

RELEASE CONSENT: I understand that the YMCA is not responsible for my child until they arrive (signed-in) at the YMCA program or after they leave (signed-out) the YMCA program.

_____ _____ _____
Parent Name (please print)   Parent Signature   Date

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communities