



TRANSPORTATION POLICY, PROCEDURES AND APPLICATION

Billerica Boys & Girls Club

Drop-In Policies

SEPTEMBER 2023

OPEN-DOOR POLICY

THE BILLERICA BOYS AND GIRLS CLUB Drop-In program runs from 2:00 PM – 6:00 PM. Evening programming is offered from 6:00 – 7:30 PM. Although it is supervised, the Drop-in program has an open-door policy. This means members are free to leave the building when they wish. Once they leave, they will not be allowed back in for the remainder of the day. Elementary students not mature enough to handle this responsibility should be enrolled in our childcare programs, which offer more direct supervision or seek an alternative option.

CHECK-IN AND CHECK-OUT PROCEDURE

All Drop-In members must have an active membership (\$50 annual fee). Members must scan their membership card upon arrival to THE BILLERICA BOYS AND GIRLS CLUB. While members may leave at any time during the program, it is now required that they check-out at the Front Desk. Exact dismissal times are necessary for us to have an accurate count of children in the building in the event of an emergency.

ADDITIONAL INFORMATION

The Drop-in program starts early on days when there is an early release in ALL of the Billerica Public schools. It does not open early on Elementary-only early releases.

PROGRAM ENROLLMENT

Please note that transportation is not guaranteed and could be waitlisted due to the limited capacity on the bus. Members who are waitlisted for bus transportation are still allowed to attend drop-in with their own transportation.

Please continue to Page 7 to complete the registration form.

Billerica Boys & Girls Drop-In Transportation Policy

September 2023

SUMMARY OF TRANSPORTATION SERVICES

THE BILLERICA BOYS AND GIRLS CLUB offers a limited afterschool transportation service. The Billerica Club will pick up registered members at the Locke Middle School and the Marshall Middle School. The Christianson bus company will transport members to the Billerica Club afterschool program.

PURPOSE

The purpose of this policy is to explain the procedures, as well as the parent/guardian and member responsibilities involved with the transportation service.

PROCEDURES

Transportation is available Monday-Friday from the Marshall and Locke Middle Schools.

When finished with this packet, please send to DropInReg@BillericaBGC.com.

After the parent/guardian completes the application and transportation agreement, which can be found at the end of this document, a list of the BILLERICA BOYS AND GIRLS CLUB members signed up to ride the bus will be given to the main office at each school.

Children will be dismissed at the end of their school day with all other children, but will be brought to a designated BILLERICA BOYS AND GIRLS CLUB waiting area.

Please view the bus schedule below:

Bedford Charter bus to arrive at Marshall and Locke Middle School as follows:

1:40 PM – 1:48 PM – Student pick-up at the Marshall
2:00 PM – Student pick-up at the Locke
2:10 PM – 2:20 PM – Drop off children at The Billerica Boys & Girls Club

Seats on the bus will be filled through registration on a first come, first served basis. Children must be registered members of the BILLERICA BOYS AND GIRLS CLUB and complete a Transportation Application in order to be placed on the waiting list.

We will be registering 52 middle schoolers from each school.

Parents/guardians will be notified within one week of their submission regarding their child's placement. Payment (see below) for the entire year must be paid in full before the child can be added to the pick up list. Those who wish to add additional children for the transportation service must fill out an application for each child.

TRANSPORTATION COSTS

\$400 for the remainder of the school year

Enrollment for the transportation service is a commitment for the entire school year. We cannot offer enrollment by the week, quarter, month or semester. Should your child sign up for transportation and not attend, payment is still required. When you sign up, you are reserving the space and staffing for your child whether or not your child rides the bus. Refunds will not be given.

Transportation fees must be paid, in full, and in advance. Checks, credit card, money orders or cash are accepted. Please make the check payable to the Billerica Boys and Girls Club and please write "Transportation" along with your child's name on the check. There will be \$25.00 service fee on all returned checks. The BILLERICA BOYS AND GIRLS CLUB reserves the right to ask parents/guardians to pay with money orders after two or more returned checks.

ROLE OF THE BILLERICA BOYS AND GIRLS CLUB MEMBER

Safety begins with the club member. Certain basic rules of conduct combined with the use of common sense are necessary to assure a safe ride on the bus. Please read the following rules with your child. The cooperation of everyone in following these simple rules will make the entire transportation experience a pleasant and safe ride for all.

DON'T LOSE YOUR RIDING PRIVILEGE. PLEASE FOLLOW THESE GUIDELINES:

Since there is some delay at the school while waiting for all children to be dismissed, members are expected to follow the rules of the school.

Children are expected to respect the authority of and follow the direction of the BILLERICA BOYS AND GIRLS CLUB staff member while at the school site.

It is the responsibility of the member to be out at the bus before it departs. The Billerica Boys and Girls Club cannot send anyone to get them should they miss it.

Children must respect and listen to the driver at all times. They are expected to sit appropriately in their seats, and to respect themselves, the bus and each other. No more than two members should be in a seat at one time.

Eating or drinking is not allowed on the bus.

Book bags should not be worn on the back while riding on the bus so children are able to sit with their backs against the seat.

Keep hands inside the bus at all times.

Please keep the bus clean and orderly.

Any member reported by the bus driver to the BILLERICA BOYS AND GIRLS CLUB staff for misconduct on the bus will be held responsible for their behavior and may be subject to disciplinary action. If necessary, BILLERICA BOYS AND GIRLS CLUB staff will use a "Conduct Report" in order to identify a serious violation committed by the member.

If a member receives conduct reports, the result could be a suspension or termination of the student's transportation privileges. The final decision will be determined by the BILLERICA BOYS AND GIRLS CLUB Executive Director and will include the severity of the incident and surrounding circumstances.

DISCIPLINARY ACTION

We are concerned about safety and the well-being of all BILLERICA BOYS AND GIRLS CLUB members. Riders who violate the Safety Rules may have their transportation privileges suspended.

Note: A member could be suspended from the bus at any time without the existence of prior rule violations if the BILLERICA BOYS AND GIRLS CLUB determines it is warranted because of the seriousness of the rule violation or if the child endangers themselves or any member of the group.

ROLE OF THE PARENT/GUARDIAN

Parents/guardians are required to pay all fees in advance. Please call the BILLERICA BOYS AND GIRLS CLUB and the school when there is a change of phone number or other contact information. In the event of an emergency, it is essential that the BILLERICA BOYS AND GIRLS CLUB and the school have a number where an emergency contact can be reached.

Parents/guardians are an important part of the smooth operation of the BILLERICA BOYS AND GIRLS CLUB transportation service. You can help promote and maintain safety in many different ways. These are just a few:

- Go over the rules and responsibilities of riding the bus with your child or children
- Be sure your child or children know the rules and understand the consequences of breaking them

PLEASE NOTE: Parents/guardians of students with disabilities should notify the BILLERICA BOYS AND GIRLS CLUB staff in writing of any physical or medical needs necessary to fully participate in the transportation services and safety of your child. BILLERICA BOYS AND GIRLS CLUB staff will work with the parent/guardians to determine whether reasonable accommodations can be met.

SCHEDULE CHANGES/INCLEMENT WEATHER/EMERGENCY SITUATIONS

- For 2023, the first day of Drop-In and bus transportation will be September 11th. Parents will need to provide transportation for their child until that date. The Club also closes in mid-June, typically before school is closed for summer vacation. Our tentative last date of the program year is Friday, June 7th, but we will give parents an update on that date once it is confirmed in early spring.
- It is the responsibility of the parent/guardian to make arrangements to ensure that their child or children are picked up from school on days the BILLERICA BOYS AND GIRLS CLUB is closed. Please check for schedule updates posted within the BILLERICA BOYS AND GIRLS CLUB.
 - BILLERICA BOYS AND GIRLS CLUB Schedule Changes: There may be times when BILLERICA BOYS AND GIRLS CLUB program is closed due to schedule changes, such as staff training or special activities like Hall of Fame. BILLERICA BOYS AND GIRLS CLUB will give parents two weeks' notice via email and/or phone message for these changes and will NOT provide transportation. Parents must provide own transportation from school for their child on those days as the Club will be closed.
- If school is cancelled due to bad weather, the BILLERICA BOYS AND GIRLS CLUB will not provide transportation.

**BILLERICA BOYS AND GIRLS CLUB
TRANSPORTATION APPLICATION**

2023-2024

BILLERICA BOYS AND GIRLS CLUB MEMBER INFORMATION

Club Member Name:

Current address:

Home Phone:

Grade:

School:

PARENT/GUARDIAN #1

Parent/Guardian Name:

Full Home Address:

Employer Name:

Hours at Work?

Home Phone:

Cell Phone:

***Email:

Work Phone:

PARENT/GUARDIAN #2

Parent/Guardian Name:

Full Home Address:

Employer Name:

Hours at Work?

Home Phone:

Cell Phone:

***Email:

Work Phone:

EMERGENCY CONTACT #1

Name of a relative **not** residing with you whom can be available to pick up within 30 minutes:

Street Address: Phone #1:

City: State: Phone #2: Relationship:

EMERGENCY CONTACT #2

Name of a relative **not** residing with you whom can be available to pick up within 30 minutes:

Street Address: Phone #1:

City: State: Phone #2: Relationship:

BILLERICA BOYS AND GIRLS CLUB
TRANSPORTATION APPLICATION

2023-2024

SIGNATURE/RELEASE OF LIABILITY & ASSUMPTION OF RISK

I am aware that certain risks and dangers may be encountered during the course of the program offered by BILLERICA BOYS AND GIRLS CLUB, its agents and associates. These risks may result in the loss of property, personal injury, including emotional trauma and in extreme cases even death. I acknowledge and voluntarily assume these risks and all others associated with the activities in which my child will be participating and accept full responsibility for my child safety, personal property and well being in encountering such risks.

I agree to release the Billerica Boys and Girls Club, its agents, representatives, officers, directors, overseers, employees, drivers, independent contractors, other participants and all others associated with it, from any right, claim or cause of action which I may have for any injury, damage or loss to person arising from my child's participation in any activity of the BILLERICA BOYS AND GIRLS CLUB. I further agree to defend, hold harmless and indemnify the Billerica Boys and Girls Club from any claim, and from any liability, loss damages or expenses (including attorney's fees) resulting from a claim, brought by a fellow student or other person for loss or damage cause in whole or in part by my child's participation.

I am aware that the Billerica Boys & Girls Club is a 501(c)(3) charitable corporation located in Billerica, Massachusetts, USA. This release of liability and assumption of risk shall be governed by the laws of the Commonwealth of Massachusetts. If any part of this agreement is found to be invalid, the remainder of the agreement nevertheless shall be of full force and effect.

I have read, understand and agree to the terms as detailed above, which are binding upon me, my spouse, heirs, executors, administrators and assigns.

On behalf of my child, and myself I hereby authorize and request that BILLERICA BOYS AND GIRLS CLUB provide transportation services to my child in conjunction with the BILLERICA BOYS AND GIRLS CLUB after school program.

Signature of Parent/Guardian:

Date: