



## Preschool Transportation Policy

- ★ Children qualifying for preschool tuition scholarships (at or below 200% poverty), may ride the appointed public transportation for free or a reduced rate. Any family over 200% of poverty may have the application reviewed on an individual basis (Contact the preschool enrichment coordinator at 515-971-2977 or valc@iastate.edu to see if the child qualifies for preschool tuition scholarships).
- ★ Preschool transportation scholarships are limited and are a first come first serve basis. Additionally, transportation may be limited by the transportation provider.
- ★ Use of other government funded programs - Does not meet the eligibility requirements for any other preschool programs, (i.e. statewide voluntary preschool, Shared Visions, Head Start)
- ★ Families that do not qualify for tuition scholarships may be charged a fee to ride the bus.
- ★ Students must reside in Adair, Dallas, Madison, and Warren Counties.
- ★ Services are provided in the communities of Adel, Greenfield, Indianola, Perry and Winterset. Beyond city limits based on availability. Maximum \$4.00 a day or 3 miles.
- ★ Parents must supply alternate drop off site/and backup phone numbers, if an emergency would arise.
- ★ All children are expected to ride without direct supervision. If direct supervision is needed-parents will be responsible for providing that service.
- ★ This transportation service will be provided through the collaboration of 4 R Kids ECI, local preschools Southern Iowa Trolley, Madison County Elderly Services, Home Care of Dallas County Inc. and HIRTA Public Transit. Transit providers have the right to refuse/discontinue services if serious problems occur.
- ★ Consent Forms must be signed by: Parent, Preschool, and/or Child Care Provider, before services begin.
- ★ Applications for parents will be given to child care providers/preschools to distribute. Parents will return completed applications to their chosen provider.
- ★ After three no call no shows in a row the child will be removed from the permanent transportation schedule, and the parent will have to call to request to be added back on if space permits and will be responsible to pay the amount owed for the no call/no shows before being placed back on the list.

### Preschools' Responsibilities

- ★ Must have teacher outside to meet the bus on arrival and dismissal.
- ★ The Preschool Enrichment Project will be responsible for determining qualification of services and notify transit agency.
- ★ Preschools are required to track attendance with expectation of 90% attendance.
- ★ Preschools are required to adhere to the Preschool Tuition and Enrichment policy.

### Childcare Providers'/Parents' Responsibilities

- ★ The bus driver must visually see someone at the child's home or provider's home/center and parent or provider give a wave, before child will be picked up/dropped off.
- ★ Parents must call the transportation provider if child will not be riding on a particular day and is to adhere to the public transit policy.
- ★ Once a drop off /pick up site is established, no changes will be made unless parent moves or there is a change in child care provider. A change may affect ability to serve. If the child will not be at that location, then it is the responsibility of the parent to provide transportation that day and to notify the public transit provider.
- ★ Child must be ready ten minutes prior to scheduled pick up time.

### Transit Provider Responsibilities

- ★ Maintain check list of all children riding the bus, the preschool and providers addresses, and a list of contact information, in case an emergency would arise.
- ★ Ensure appropriate background checks on drivers.
- ★ Provide safe transportation for preschool students.
- ★ Provide timely pickup and drop services.
- ★ Collaborate with preschools/child care providers.
- ★ Family will be notified with a phone call after three no call no shows. A letter will follow afterwards.

# Signature Page

*I have read and accept the policy for preschool transportation services.*

Parent Signature	Date
Preschool Signature	Date
Child Care Provider Signature	Date

**Please contact local transit agency for additional forms to secure transportation availability.**  
 Southern Iowa Trolley- 1-866-782-6571 [TranDir@southerniowatrolley.org](mailto:TranDir@southerniowatrolley.org)  
 Home Care of Dallas County Inc. - 993-4531 ext 1  
 Madison County Elderly Services- 515-462-1334 [mcestag@gmail.com](mailto:mcestag@gmail.com)  
 HIRTA Warren County-1-877-686-0029 [erides@hirta.com](mailto:erides@hirta.com)

\* 4 R Kids ECI Area Board is not responsible for any accidents that may occur while using this service

<b>Child's Name:</b>					
<b>Preschool Name:</b>					
<b>Days/Times Child Attends Preschool</b>	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday
<b>Pick Up Address</b>				<b>Phone</b>	
<b>Drop Off Address</b>				<b>Phone</b>	
<b>Parent/Guardian Name</b>					
Address:					
<b>Parent/Guardian Name</b>					
Address:					
<b>Emergency Contact(s):</b>				<b>Phone</b>	
				<b>Phone</b>	

**Preschools:** Please keep this agreement on file with student's records and forward copies to Val Cameron @ valc@iastate.edu Preschool Enrichment Coordinated Intake Project/ Iowa State University Extension and Outreach Dallas County.