To: The Parent(s) / Legal Guardian(s) of Students

From: The Desk of Pastor Victor L. Harkins, Sr. (205) 229-5267

RE: School Transportation for Students

Thank you for your interest in our School Transportation Ministry. Our collective goal is to provide safe and timely services for your child(ren). We count it a BLESSING to be in a position to render this service to you. The fee for **pick-up AND drop-off is $50.00 per month.**

The fee for **pick-up OR drop-off is $35.00 per month.**

 **The fee for afterschool care is $50.00 per week**

**HOWEVER,** for children in the “same household” **(i.e. SAME LOCATION)** the following monthly fees apply:

**Pick-Up “and” Drop-Off - $50.00 for the 1st child, $40.00 for the 2nd child, and $30.00 for each additional child…..**

**Pick-Up “or” Drop-Off (ONE WAY) - $35.00 for the 1st child, $20.00 for each additional child.**

Listed below are some **“Rules and Regulations”** that must be adhered to. This listing is in no way meant to be the only rules to be followed but is rather a summary of what is expected.

1. My child must be a “REGULAR RIDER” (consistently ride - a.m., p.m., or both - on a daily basis) unless arrangements are made and approved by the Pastor.

2. My child must respect the drivers and their riders at all times. **Ongoing disciplinary problems will result in suspension of service.**

3. **Only the Parent/Legal Guardian** will be allowed to inform the driver that a student will not be riding on a particular day. This may be done by phone call, note or any other appropriate method.

4. PLEASE limit the Pick-Up and Drop-Off services to the primary and secondary locations listed on the back. (Special arrangements may be made with the **Pastor’s approval**)

5. **Students MUST be prompt for pick-up and drop-off** services to attain the common goal of all participants to deliver the students SAFELY and ON TIME.

6. **PLEASE** make certain that a guardian is available or at least the child has access to their drop-off location. TEAM is not responsible once a student leaves our care.

7. **Please** exercise courtesy when students will not ride the van. **Repeated No-Call and/or No-Show**

 riders will automatically be suspended UNTIL WE HEAR FROM THE PARENT !!

8. **FEES**

 -If you experience any hardship, feel free to speak with Pastor Harkins.

 -Must be paid in advance and are due at the time of enrollment.

 -**First fee may be** prorated depending upon the time of month the service begins.

 -Subsequent fees are due on the 1st business day of each month and subject to a **$30.00 late fee** if not

 paid by the 10th of the month in which said fees are due.

-Make all checks payable to TEAM for Children or TEAM. As a memo you can write School Transportation. Be sure to get a receipt even if you write a check.

 **-ALL DISHONORED** checks are considered late and subject to the $30.00 late fee *in*  *addition* to a **$35.00 service charge**

 **-DISCOUNTS** will be announced and made where and when they are applicable.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ acknowledge that I have received a copy of the rules and regulations of the School Transportation Ministry and that any and all questions were answered.

Primary Pick Up Location (The place your child(ren) will be picked up TO BE TAKEN TO SCHOOL)

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Name of Head of Household Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Complete Address (Include City and Zip)

Primary Drop Off Location (The place your child(ren) will be taken to AFTER SCHOOL)

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Complete Address (Include City and Zip)

“Secondary Pick Up Location”

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Complete Address (Include City and Zip)

“Secondary Drop Off Location”

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Complete Address (Include City and Zip)

Signature of the Parent/Guardian:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_

 Cell:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student School Age Grade

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