



**BOOK OF LIFE ACADEMY**  
913 Cedar Park Road Annapolis, MD 21401  
Phone: 410-263-2600 Fax: 410-263-5685  
2019-2020 SCHOOL YEAR

## **TRANSPORTATION SERVICE AGREEMENT**



We are pleased to announce that transportation is available for all our students in the Annapolis area. Spaces are limited and you must provide your own booster seat. **If you would like your child to start this service on September 3, 2019 (first day of school) this application must be submitted by Monday August 12, 2019 along with the rest of your enrollment forms.** Please be advised that transportation services are subject to change based on capacity.

### **SCHEDULE OF SERVICE:**

#### **Morning:**

7:00 – 8:00AM Morning Pick up

#### **Afternoon:**

3:00-4:00PM afternoon drop off

Parents signing their child(ren) for transportation service recognize that these schedules are an estimate of approximate pick-up and drop-off times and that both normal and abnormal operating conditions such as weather and traffic congestion – may vary these times. Accordingly, the undersigned agrees that Book of Life Academy shall not be liable for its inability to adhere to the estimated time schedule and that such inconveniences to both the student or the undersigned shall not be ground for any rebate, reduction of the fee paid hereunder, nor any claims for damages.



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**PLEASE NOTE THE FOLLOWING IMPORTANT INFORMATION:**

1. On dates Book of Life Academy opens two hours late, transportation will be provided to Book of Life Academy students. The driver will begin pick up at 9AM.
2. On dates Book of Life Academy has early dismissal, transportation will be provided to Book of Life Academy students. The driver will begin drop off at 12.00PM
3. Book of Life Academy transportation service will NOT be responsible to provide transportation to students who may stay after for afterschool activities.

**INCLEMENT WEATHER:**

Book of Life Academy will report all **inclement weather** school delays or cancellations on the following publications: Gradelink; WBALTV Channel 11; WJZ Channel 13; ABC 2 News; front page of school website. Book of Life Academy reserves the right to make a decision to adjust pickup times as necessary when it is determined to be in the best interest of the children's safety, this information will be communicated to each family via email, or school's website ([www.bookoflifeacademy.org](http://www.bookoflifeacademy.org))

**\*Book of Life Academy will NO longer exclusively follow AACPS for inclement weather decisions.**

**PARENT PICKUP:**

Parent or pre-authorized guardian must meet our van on time at the scheduled drop off location. The parent or guardian will assist the child by removing their seatbelt and helping them get off the van. If a parent or guardian does not meet the van at its schedule time, van personnel will attempt to reach the parent by telephone. If they are unable to communicate with a parent, student(s) will be transported back to Book of Life and aftercare charges will be charged. Van personnel **WILL NOT** drop off a child at a different location than the one that has been established.

Parents may complete a "Child Release Form" authorizing Book of Life Academy to release student(s) to other individuals listed on the form in the absence of the parent/guardian. That person will need to provide ID at the time of drop off. Book of Life Academy reserves the right to terminate this agreement for repeated and/or excessive wait times.

Further, the undersigned agrees that Book of Life Academy's only responsibility is to provide transportation and does not include any responsibility for the students prior to entering the van at pick up locations in the morning, or afternoon, departing the van at drop- off points.



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### **STUDENT CONDUCT:**

Book of Life Academy expects all students to conduct themselves in a safe and orderly manner whenever riding the van. Students are expected to follow the driver's instructions. Students who fail to do so will be reported to the parents immediately and appropriate disciplinary action may be taken. Continued disruptive behavior will be communicated to the school and may result in the suspension or dismissal from the van without refund of transportation fees.

### **BUS GUIDELINES**

1. Remain seated at all times – do not change seats, climb over seats, crawl under seats or move throughout the van at any time while the van is moving.
2. All body parts must remain inside the van at all times.
3. No eating or drinking on the van.
4. Gum chewing is not permitted on the van.
5. Foul and/or inappropriate language is not allowed on the van.
6. Pushing, fighting, rough playing or causing harm to oneself or other riders will not be tolerated.

**These rules will be strictly enforced to provide a safe environment while on the van.**

### **DISCIPLINARY PROCEDURES:**

**First Warning:** The van driver will verbally communicate the details of the incident to the parent/guardian.

**Second Warning:** The van driver may assign seats to the student(s) involved and will contact the parents of the situation.

**Third Warning:** Student may receive a suspension from riding the van for up to five (5) days. A parent conference will be required with the driver, student, and a Book of Life Academy Administrator to discuss the situation and future riding privileges.

Each situation will be handled individually, and more severe situations may expedite the process and require immediate suspension or parent contact.

**Gross misconduct or continued behavior issues may result in immediate loss of riding privileges. No refund of payment or release of Transportation Contract will be offered for van suspensions or expulsion from the van.**



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**TRANSPORTATION COST/PAYMENT:**

Book of Life Academy will provide van transportation as specified for the nine (9) months of the school year that will begin on **September 3, 2019** at a total bus cost between \$720.00-\$1,260.00 per child. Bus registration is for the entire **2019 - 2020** school year. Parents are responsible for the full payment of the fees, regardless of the use of the service. All transportation payments must be received on the 5<sup>th</sup> or 20<sup>th</sup> of every month. **Failure to make any payment as scheduled may result in your child(ren) not being allowed on the van on the 1<sup>st</sup> day of school of the following month.**

**VAN PRICES**

**1 Way = \$20.00 per week (5 days) or \$80.00 per month (20 days)**

**2 Way = \$35.00 per week (5 days) or \$140.00 per month (20 days)**

**TERMINATION OF SERVICE:**

Book of Life Academy reserves the right to terminate its agreement with an individual family and or the participants if monthly payment is not received according to the payment scheduled above. Service will be denied on the 1<sup>st</sup> of the month for all students with delinquent accounts. Once payment is received and family account is current, student(s) will be allowed to once again ride the van. Future delinquencies may result in loss of riding privileges.

I/We have read the above terms and conditions and fully understand, consent and agree to abide by all the conditions and terms of this agreement. This agreement must be signed by the parents or guardians of the child(ren) named on the registration form page of this contract.

Parent/Guardian	printed name	date
Parent/Guardian	printed name	date
Book of Life Administrator	printed name	date



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**PLEASE COMPLETE ALL INFORMATION – PRINT CLEARLY**

Parent(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_

City / Zip Code \_\_\_\_\_

Student Name(s): \_\_\_\_\_

**I give permission to the following people to receive my child at the end of the day. (If no one is authorized, please indicate below by writing "NO ONE.")**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_