

Agreement for the Provision of Voucher Child Care Services
ADDENDUM FOR TRANSPORTATION SERVICES

This agreement is entered into between _____

(Child Care Provider)

Hereinafter referred to as the "Provider" and **CACCI/CCN, Child Care Network**, hereinafter referred to as the "CCRR".

In addition to the provisions of the Agreement for the Provisions of Voucher Child Care Services.

I. The Provider Agrees to:

1. Comply with all pertinent Department of Early Education and Care, Department of Public Health, Registry of Motor Vehicles, and Department of Transportation regulations governing the safety and delivery of transportation services.
2. Assume responsibility for the care and safety of children using transportation services.
3. Ensure that drivers demonstrate sensitivity to the children being transported, the ability to respond to a crisis, and an understanding of the behavior of children.
4. Ensure that drivers, transportation managers, and other appropriate professional staff are trained on the provider's transportation policies.
5. Ensure that drivers have the telephone numbers and locations of all alternative drop-off locations for children.
6. Ensure that information concerning alternative drop-off locations and/or emergency contacts will be updated immediately upon change.
7. Return the child to the program if a parent is not available to receive the child, or if a designated adult is not available at an alternative drop-off location. Within reason, the provider's professional staff shall continue to pursue locating the absent parent, alternative drop-offs, or other emergency contacts as previously designated by the parent. Upon failure to reach any of these resources and after reasonable efforts the provider shall consider the need to file a 51A report with the DSS Area Officer or the DSS after-hours hotline at 1-800-792-5200.
8. Develop written policies defining procedures to be followed when children are not ready for pick-up and/or there is no responsible adult available at drop off time, which, at a minimum, shall include:
 - a) Designation of the specific time(s) pick-up and drop-off will occur;
 - b) Parental responsibility to prepare children for pick-up on time and to assure an adult is at home to receive the child at drop-off;
 - c) The maximum length of time drivers will wait for unprepared children and/or the return of an absent adult;
 - d) Designation of alternative drop-off locations or contact persons, such as a relative or neighbor;
 - e) The specific procedures providers will follow when no appropriate adult is home to receive the child;

- f) Notice that providers and consumers share equal responsibility to keep each other informed of changes that affect the transportation schedule or agreement.
 - g) The name of the provider's transportation manager, who shall act as a consumer contact;
9. Ensure that the effectiveness of its transportation services are monitored by:
- a) Establishing routine procedures for recognizing and resolving problems in the delivery of transportation;
 - b) Consistently picking up and dropping off children at their designated times;
 - c) Designating specific staff persons responsible for the management of the transportation system and for receiving consumer communications.

 Provider Name

CACCI/Child Care Network
 372 North Street
 Hyannis, MA 02601

 Signature

 Signature

 Please Print Name

 Please Print Name