COMMUNITY ACTION INC.,
HEAD START CENTER INFORMATION
MAILING ADDRESS

CAI Head Start Program
75 Elm Street
Haverhill, MA 01830
978-372-5052  Fax# 978 373-7034

CENTER LOCATIONS

Fox Center
75 Elm Street
Haverhill, MA 01830
Classroom A 978-374-2194
Classroom B 978-374-2195
Classroom C 978-374-5384
Classroom D 978-374-2196
Classroom E 978-372-5052 x 275

Goldman Center/ Early Head Start
230 Hilldale Avenue
Haverhill, MA 01832
Phone# (978) 373-6266  Fax# (978) 374-3263

Seacoast Center
447 Merrimac Street
Newburyport, MA 01915
Phone# (978) 499-8357  Fax# (978) 499-4400

COMMUNITY ACTION INC.,
HEAD START

Transportation Handbook

For Head Start Parents or Guardians
Dear Head Start Families,

Welcome to Community Action Head Start Program. Enclosed in this booklet you will find some helpful information regarding pedestrian safety and transportation policies/procedures.

Your child’s safety is the transportation team’s #1 priority. Together we can partner and make this a wonderful experience for our first time passengers.

The transportation team will be going over safety procedures with you and your child throughout the program year.

Keep this booklet as a future reference. Always feel free to call me at any time if you have a question or concern regarding transportation. I will be happy to assist you.

Stay Safe and Buckle Up,

Evon Tudisco
Transportation Coordinator
BEING READY FOR THE BUS

PICK UP

Parents/Guardians need to be waiting with their child at the bus stop before the bus arrives. Allow 10 minutes before and after your scheduled time. Drivers cannot go back to pick up a child who has missed the bus. Parents do have the option to transport their child to school if they choose.

If you know ahead of time that your child will not need transportation for any reason, call the transportation office and we will be glad to place your child’s assigned seat “on hold” until s/he is ready to return on the bus. If a child is not transported for 3 consecutive days without a phone call the bus will not return to the bus stop until the parent calls the office and requests a transportation re-start. It could take up to 48 hours for a re-start.

DROP OFF

All names including both parents must be on the transportation form. Everyone including both parents must always have a picture ID.

Parents/Guardians need to be waiting with their picture ID ready. If for any reason you need to have someone other than yourself to accept your child you need to make sure the person’s name is listed on the transportation form they are 15 years of age or older and have a picture ID. The monitor will only release your child to authorized individuals.

TRANSPORTATION & PEDESTRAIN SAFETY

1. Always leave at the same time everyday; be early, be ready always have a picture ID in hand.
2. Keep your child safe by keeping him/her on the sidewalk away from traffic while waiting for the bus.
3. When you see the bus coming stay back away from the curb, say your goodbyes. Keep all food, drinks and toys with you. Be ready for the bus.
4. Explain to your child to:
   - Always wait for the bus to come to a complete stop.
   - Watch for the yellow lights on the top of bus see them change to red.
   - The bus driver will signal you it is safe to board.
5. If you need to cross the street. Always cross 10(ft) giant steps in front of the bus, never cross the street behind the bus. You need to make sure all traffic has stopped. Look at the driver for thumbs up. Look both ways; it will then be safe for you to cross.
6. All children are assigned to a seat in a child restraint seat.
7. All children should use indoor voices.
8. Parent/Guardians must come to the service door to escort their child on and off the bus. Children should be able to board and exit the bus with minimum assistants. Monitors can not pick up a child.
9. Children should walk up and down the stairs, not run or jump. Hold on to the safety rail, and proceed.
10. No back packs are allowed on the bus unless your child attends full day program.
11. There is No Smoking on or near the bus.
12. There is a 10 minute leeway for the drivers, which allows for traffic delay, construction, snow, ice, etc.
13. Allows have alternates that have a picture ID.
School Bus
The buses are registered and are insured in accordance with state law. The state registry inspects the buses every three months the buses also receive a required yearly inspection.
Each school bus is equipped with child restraint seats, seat belt cutter, 2-way radio/cellular phone, fire extinguisher, first aid, bodily fluid kit, chock blocks, emergency road triangles.

Drivers
All drivers are properly licensed with a state issued CDL with a Massachusetts School Bus Certificate license. All drivers have criminal background check and driving record check on a yearly basis.
All drivers are mandated to complete a minimum of 8 hr in service transportation/school bus training yearly, All drivers are drug and alcohol screened and enrolled in a drug and alcohol random pool. Yearly physicals are required along with CPR certification. First Aid certification is issued every 2 yrs.
Before each bus run the driver completes a full circle vehicle check. When the bus is parked the driver completes another walk through, from rear to front for lost articles and in a rare event a sleeping child.

Monitors
All monitors get an annual background check, Head Start trainings, transportation/school bus training, CPR certification. First Aid certificate and physical are required every 2 yrs.
Monitors retain copies of each child’s transportation form that list emergency contacts along with the names of designated individual authorized to receive the child from the bus.
At the end of each run the monitor must complete a walk through from rear to front for lost articles.

We have one Head Start bus for the Seacoast Area and one Coppola Head Start bus for the Haverhill Area. It is very important to always be ready for the bus. The bus can not wait! It must continue the schedule route. Please understand that waiting just a few moments will result in the bus being 10–15 minutes late at the end of the run and when more then one problem occurs the bus will be extremely late. No family wants to wait longer then they have to. The Head Start bus also has another group of children to pick up and or take home.

In the event that there is nobody at the bus stop, does not have proper ID or a name is not on the transportation form the child will not be released. You will receive a Transportation Notice.
The monitor is instructed to call the teacher. The teacher will be calling the parent and or alternates to either have you meet the bus at another bus stop or you will need to pick up your child back at his/her classroom.
Prior to the release of the child, the guardian/alternate will sign a Transportation Notice. Should this happen for the third time, transportation services will be interrupted until completion of a parent support conference.

EMERGENCY CHANGES
It is the parent’s responsibility to notify the Transportation Coordinator and your Family Advocate of any pending address change, telephone number change. We need as much advance notice as possible.
If you would like to add and/or delete names to the child’s transportation form. You will need to fill out a new transportation form.
TRANSPORTATION / SCHOOL CANCELLATIONS

In the event of severe inclement weather, transportation to C.A.I. Head Start centers may be delayed or cancelled.

However, the centers may be open and parents may elect to transport their child to and from the center.

Please check the listing CAI Head Start at one of the following for details:

   Television: Fox 25
   Internet:   www.myfoxboston.com
   Or
   www.communityactioninc.org

Please keep in mind that if the road conditions are unsafe the drivers do have the option not to go to a particular street. They will call you to see if you can meet at a safer location.

MANDATED REPORTERS

All C.A.I. Head Start staff are mandated by the Department of Children and Families to report any incident or suspicion of child abuse and neglect.

ILLNESS

Please do not feed your child before going on the bus. Head Start provides a nutritional breakfast and lunch for all the children.

If your child is sick, please keep him/her home. Children who do not feel well should not ride on the bus. If a child becomes sick on the bus, the monitor will assist the child to be as comfortable as possible. The monitor will call the center, the teacher/advocate will call the parent to come pick up the child at the school.

BACKPACKS, TOYS, FOOD and PACIFIERS

These items are prohibited on the bus. Backpacks are allowed for the Full Day Program only. No toys, food, candy or drinks (including bottles) are permitted while the child is being transported. Pacifiers need to be removed from the child’s mouth and placed in his/her pocket prior to departure.

CELL PHONE/SMOKING

Please refrain from using your cell phone and or smoking when assisting your child on and off the bus.