**2018-2019 Student Transportation Agreement**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to pay for my student(s)

 (Please Print)

transportation to and from North Central Academy via NCA buses according to the rates, payment dates and rules as outlined below.

**2017-2018 Rates**

Monthly rates will be $35.00 for one child or $50.00 for two or more children. Transportation fees may be paid monthly, quarterly or annually as outlined in the table below. Please initial your preferred payment term in the table so that we may set up billing accordingly.

**All initial transportation payments are due on September 15, 2018**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Payment Terms** | **Single Child** | **Selection****(please initial)** | **Family****(2+ Children)** | **Selection****(please initial)** |
| **Monthly** (Due on the 15th) | $35.00 |  | $50.00 |  |
| **Quarterly** (Due 9/15, 1/15, 4/15) | $105.00 |  | $150.00 |  |
| **Annually** (Due 9/15) | $315.00 |  | $450.00 |  |

**Payment**

Payment may be made via check (payable to Mitten Educational Management) or cash. Statements will be provided monthly, quarterly or annually based on your selected payment terms. If your transportation account is more than 60 days (2 months) delinquent, your student(s) will not be transported via NCA buses until the account is brought current. If there are extenuating circumstances that prevent the payment of your transportation fees, please contact the office.

**Billing Information** (Please print)

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

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

City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State, Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bus Route and Stop Selection**

Please provide the name of each student to be transported, select the route that they will ride and stop that they will use. This will become your designated stop. If your student(s) will ride more than one bus on a regular basis, please contact the office to discuss your student’s transportation schedule.

Please mark the correct route and write in the stop name for each student listed below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Name** | **Kalkaska/Bellaire/****Mancelona** | **Gaylord** | **Bus Stop** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Temporary Changes to Normal Bus Route** (going home with other students, getting on/off at different stops)

If a student will be riding a different bus to or from school, the office must be notified in advance by the parent. **Students will not be allowed to change buses or stops without written permission from the parent and office.** This is for the safety of all of our students.

**Lower Elementary Students**

Kindergarten through second grade students must be met by a parent or a designated person over the age of 18 listed on the student’s emergency form to be released at his or her bus stop. **Bus drivers may ask to view identification of new faces when they come to retrieve students.** As an alternative, a parent may choose to have a signed note on file at the school stating that their child may be released from the bus without adult supervision.

**School Bus Behavior Policy Acknowledgement**

All students are required to follow the NCA Bus Behavior Policy. Failure to abide by the policy may result in a student being temporarily or permanently suspended from NCA transportation. It is important to note that if a student is suspended from transportation services, a parent or guardian must continue to provide a means of transportation to the school for the student. Suspension from the bus does not mean suspension from school. School attendance is mandatory. Parents are responsible for finding alternate means of transportation.

Parent/Guardian’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

NCA Representative’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_