

Cub Care Accidental School Bus Boarding Policy:

In the event that a student that is supposed to attend Cub Care and is accidentally placed on a school bus to go home the following steps will be taken.

- 1.) After taking attendance and upon realization that, a participant is not accounted for a member of the recreation staff will check into the school office to follow up with school staff in regards to the students' whereabouts.
- 2.) If the student is not located within the school, the school staff will call the transportation department to reach out to bus drivers to see if said student is on their bus.
- 3.) Both the school office and the recreation department will call guardians to explain the situation, and will notify parents when situation is resolved.
- 4.) In the event that the student is on the bus and can be brought back to Cub Care a member of the staff will wait outside BIS for the student to be returned to the Cub Care facility.
- 5.) In the event that student has been dropped off at home, daycare, family members house, etc. the recreation department will wait for word that student is in a safe location, but will not provide additional transportation back to our program.

