

## **Accidental School Bus Boarding Policy:**

In the event that a student that is supposed to attend Early Release Adventures accidentally is 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.) In the event that the student is on the bus and can be brought back to the school in a reasonable amount of time (approx. 10 min to 15 min.) the recreation department will wait for the student to return to the school before leaving for the trip.
- 4.) In the event that the student has been dropped off at his/her bus stop, the school and recreation staff will wait to hear the student is in a safe location. Once the student is deemed in a safe location, the recreation department will depart for the early release adventure.
- 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.
- 6.) Upon reaching the destination, a member of the recreation staff will contact the parents to confer on the situation.
- 7.) A refund or credit will be issued to the participant.

