



Peace Academy  
**Heritage After-School Program**  
**Van Use Policies**

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As a family using “Transport-Only” option, please review the following rules and regulations, initial all and sign at the bottom. Signed form must be in our office within 1<sup>st</sup> week of van use. Please free to contact us with questions, if any. We look forward to providing a safe and comfortable ride for your child/ren.

**Transportation and Van Rules:**

1. PA ASP in charge is Ms. Nancy and van driver is Ms. Erica. Please ensure proper communication with them.
2. Parents are supposed to provide Ms. Erica and Ms. Nancy with school calendar that includes the minimum days and special events. \_\_\_\_\_
3. Encourage your child/children to head towards the school entrance as soon as the bell rings, we are picking up from multiple schools and we do not want to be late to the other students. \_\_\_\_\_
4. Please inform Ms. Erica and Ms. Nancy, if your child/children are not attending school (family vacation, appointments, sick or picked up early by one of the parents). It is recommended that you inform both the program coordinator and the teacher driver who usually picks up the student. \_\_\_\_\_
5. Please coordinate van pick up on special events days such as field trips well ahead of time. **Same day special arrangements CANNOT be accommodated.**  
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6. **Food and drinks are NOT allowed** in the van. \_\_\_\_\_
7. Students will sit on pre assigned seats – no change will be allowed. \_\_\_\_\_
8. Students are not allowed to take their shoes off in the van. \_\_\_\_\_
9. Students are expected to follow ASP van travel rules. 3-strike policy will be strictly observed leading to suspension, in case of persistent violations by the student.  
\_\_\_\_\_

10. IPADs, IPODs, personal games, tablets etc. are not allowed and devices will be confiscated if used without teachers' permission. \_\_\_\_\_

11. **Tuition is due 1<sup>st</sup> of every month and should be handed to Ms. Erica.** Late fee (\$10 per child) will be applied after 5<sup>th</sup> of the month along with termination of van pick up service. Service will be resumed after full payment with late fees is received. \_\_\_\_\_.

12. Agree to pay \$25.00 on all returned checks in addition to the late fee. \_\_\_\_\_

I agree that the child/children may be terminated from school if it is deemed to be in the best interest of the child and/or other children and if center policies and procedures are violated. I/We have read and understood each of the above terms of enrollment and agree to abide by them.

Name Parent 1: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name Parent 2: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_