

Pre-School Transportation with Central Community Transit

REGISTRATION FORM

PLEASE MAKE SURE YOU INCLUDE ALL REQUESTED INFORMATION

Please return to Central Community Transit at 812 E. Ripley Street PO Box 36, Litchfield, MN 55355

Call CCT with questions (320) 693-7794

NAME OF SCHOOL: _____ Teacher's Name: _____

START DATE _____ END MONTH _____ One Way or Round Trip?

CLASS DAYS: _____ CLASS TIMES: _____ CLASS COLOR: _____

NAME OF CHILD: _____ DOB: _____

Pick Up Address (Before School): _____

Contact person: _____ Phone: _____

Drop Off Address (After School): _____

Contact Person: _____ Phone: _____

Secondary Address: (pick up / return) _____

Email is the best way for us to keep in touch with you about payments, closings or change in pick up or drop off times... we ask that if you use email, to please fill out the below!

Email: _____

Can we use this email for communication with the CCT office? Y N

Notes on pick-up and return:

PAY STATUS: Will Call Bus Pass (See back page) Half Year (See back page)
Checks Payable "CCT"

Notes / request for payment: _____

CONTACT INFORMATION

NAME: _____

ADDRESS: _____

PHONE NUMBERS: (Please put numbers in the order you would like us to call)

_____ H / W / C

_____ H / W / C

_____ H / W / C

EMERGENCY CONTACT: _____ Phone: _____

BUS PASSES

Important.....CCT will call you when your child has a couple days left on the bus pass, you than have three days to stop in the office or send a check with the bus driver to purchase a new pass.

Bus passes will stay in the office for the whole school year. We will mail it to you at the end of the year if there is any remaining.

\$18 has a \$20 value (Typically, use for in town rides \$2 each)

\$34 has a \$40 value (Typically, use for in town rides \$2 each)

\$48 has a \$60 value (Typically, use for out of town rides \$3 each)

If more than three rides are due, the child will be off the schedule until payment is paid.

After three rides owed, the child will automatically be off the bus schedule.

I have read and understand the CCT bus pass payment that I have chosen:

Name: _____ Date: _____

TWO TIME PAYMENT September:

This fee is non-refundable; this includes any cancellations or school closings.

Name of Preschooler: _____

Name of Pre-School: _____

Name of Payer: _____ Amount Paid: _____

Date Paid: _____ Check #: _____ # of Days per/wk.: _____

TWO TIME PAYMENT January:

This fee is non-refundable; this includes any cancellations or school closings.

Name of Preschooler: _____

Name of Pre-School: _____

Name of Payer: _____ Amount Paid: _____

Date Paid: _____ Check #: _____ # of Days per/wk.: _____

Pre-school Payment Policy

Parent's responsibility: No payment No ride.

CCT office must be notified if any changes or cancelations with pick-ups and/or return. **This includes “no” school days, parent event days, sick, etc.** ***24 hour + notice would be appreciated. If there are any **CHANGES** to the preschoolers pick ups or returns, **CCT office must be called** 320-693-7794 or 1-800-513-7433. If no call is made 1 hour prior to the scheduled pick up, the rider will be charged for that trip. This is so other riders can use that scheduled time for their needs.

Once a notice has been given that a bus pass is needed, payment is expected the next time the preschooler rides. If no payment is received, the ride will be denied and taken off the schedule. The parent will then need to call into the CCT office to reschedule the preschooler's transportation, with payment.

If a preschooler misses the CCT bus, the parent/daycare may call into the CCT office to reschedule the next available time.

*With daily changes on the preschool route, times can vary. Preschoolers should be ready 10 min. before pick up time, the bus driver cannot wait. CCT driver will “honk” and then move on after one minute. **NO phone calls will be made.** If the student misses the CCT bus, call CCT office to reschedule for the soonest availability.

If there is no responsible person or adult is not available to meet child off the bus, the dispatcher will contact the Meeker County Social Services and instruct the driver where to take the child, as directed by MCSS.

An adult must be in sight to wave to the CCT driver before he/she will let the preschooler off.

Child should stay in seat until the driver opens the door.

If there is no response CCT driver will notify dispatch. Dispatcher will call the pre-school and direct the driver on what to do with child.

CCT information:

Office hours 6:00am-6:00pm Monday-Friday

Phone: **320-693-7794**

*There is a 24 hour answering machine to leave a message

Set up reservation for pre-school schedule:

*** EVERY preschooler must have a registration form filled out and on file at CCT office.

Keep communication open with dispatchers for any questions/concerns

Hassle
Free!

PRESCHOOL PAYMENT OPTIONS

Discounted
Cost!

TWO TIME PAYMENT: (Sept. & January)

This fee is non-refundable, this includes any cancellations.

Number of School Days	Cost at Regular Price City Limits \$2.00/ ride	Discounted Partial Cost	Cost at Regular Price 3-13 Miles \$3.00/ ride	Discounted Partial Cost	Cost at Regular Price 14-22 Miles \$4.00/ ride	Discounted Partial Cost
2 Days/Wk 136 Rides	\$ 272.00	\$126.00 2 payments	\$ 408.00	\$187.00 2 payments	\$ 544.00	\$238.00 2 payments
3 Days/Wk 204 Rides	\$ 408.00	\$189.00 2 payments	\$ 612.00	\$272.00 2 payments	\$ 816.00	\$357.00 2 payments
4 Days/Wk 272 Rides	\$ 544.00	\$252.00 2 payments	\$ 816.00	\$357.00 2 payments	\$ 1,088.00	\$476.00 2 payments
5 Days/Wk 340 Rides	\$ 680.00	\$279.00 2 payments	\$ 1,020.00	\$442.00 2 payments	\$ 1,360.00	\$578.00 2 payments