



University Heights United Methodist Children's Center

Transportation Policy

1. Infants and children under the age of two will not be transported by University Heights United Methodist Children's Center for field trip purposes.
2. Children over the age of two who are enrolled in preschool and/or childcare may be transported by University Heights United Methodist Children's Center on a scheduled field trip with *parent permission*.
3. Children under the age of two may ride in strollers or go on walks in the neighborhood surrounding University Heights United Methodist Children's Center, or on the grounds of the University of Indianapolis. Children older than two may also go on walks in the same areas previously listed. Children of all ages will always be accompanied by the appropriate amount of staff members.

If children ages two or older are transported on a field trip, they will be transported by one of the means below:

- The child's own parent or family member will drive their child and only their child.
- The child will ride with another child's parent or family member with a University Heights United Methodist Children's Center staff member in the vehicle.
- The child will ride with a University Heights United Methodist Children's Center staff member.

Parents must sign a specific permission slip prior to the scheduled field trip, which will be kept in the child's file in the office. Parents are also responsible for sending an age/weight/height appropriate car seat for their child that will be used on the field trip.

Parents who drive children other than their own will be asked to provide a copy of their current driver's license, proof of registration and proof of insurance.

Parents will be given a calendar of field trips and will be asked to sign permission slips prior to the field trip.

I acknowledge that I have been informed of the University Heights United Methodist Children's Center Transportation Policy.

Parent of: _____

Name

Date

4002 Otterbein Avenue
Indianapolis, IN 46227

(317) 787-5865

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