

GUIDELINES FOR PARENTS

1-Forms: Please fill out and return to us the **TRANSPORTATION AUTHORIZATION** for each child. We need a completed form on file before your child can be transported in the shuttle.

2-Appointments: For *each* orthodontic appointment using the shuttle, please fill out a **SCHOOL RELEASE PERMISSION FORM** and send it with your child to school so they can be ready and excused when the shuttle arrives.

3-Scheduling: Pick up and drop offs are from school only. Sorry, no exceptions. Advanced reservation and cancellations are required since special scheduling is necessary. We may not be able to accommodate short notice transportation needs. Thanks for your understanding! There are select appointments which require a parent or legal guardian and are not eligible for the transportation shuttle.

4-Next Appointment: Your child will be given an appointment for their next visit in order to assure their treatment continues smoothly. Please feel free to reschedule it, as needed.

5-School Time: Pick up and drop offs will be at the school's front office and will be done with consideration of missing as little school time as possible. Pick up times will be in advance of the actual appointment time.

6- Summary: We will send along a written report of what was accomplished during your child's visit. Please review the summary and call us with any questions or concerns or to request a copy of the summary.

7- Shuttle Schedule: The transportation shuttle runs from 8AM to 12PM. If school is closed or delayed due to weather on a day when your child is planning to ride the van it is your responsibility to bring your child to his/her orthodontic appointment or to reschedule the appointment.

GUIDELINES FOR RIDERS

1-BEST BEHAVIOR: Respectful behavior, excellent conduct and appropriate language is appreciated and required during your shuttle trips.

2-SAFETY CONCERNS: To minimize distractions to our driver, always be seated and settled. Don't forget your seat belt!

3-LUNCH: Please bring a bag lunch if your appointment is scheduled during your lunchtime. You will be able to eat it at the office.

4-AGE: Only patients aged 10 and older are eligible to ride the shuttle.

5-APPOINTMENTS: An effort will be made to locate you if you are not in the office to be picked up by the shuttle at the appropriate time. However, given the van is keeping a precise schedule our wait time is limited and your appointment may need to be rescheduled.