

For Questions or Information, please contact:

**Transportation Coordinator**

Lisa Hamrick

Phone: 816-363-1898

Fax: 816-822-7711

Email:

[hamrickl@childrensplacekc.org](mailto:hamrickl@childrensplacekc.org)

The Children's Place

6401 Rockhill Road

Kansas City, MO 64131

[www.childrensplacekc.org](http://www.childrensplacekc.org)



Child Advocacy Services Center, Inc., The Children's Place has a policy to assure full compliance with Title VI of the Civil Rights Act of 1964 and the ADA. The Children's Place is committed to ensuring that no person is excluded from participation in, or denied the benefits of its services on the basis of race, color or national origin as protected by Title VI of the Civil Rights Act of 1964, as amended. No person or group of persons shall be discriminated against with regard to the routing, scheduling, or quality of transportation service furnished by The Children's Place on the basis of race, color, disability, gender identity, or national origin. Any person who believes that they have, individually, or as a member of any specific class of persons, been subjected to discrimination on the basis of race, color, disability, gender identity, or national origin may file a complaint. A complaint must be filed within 180 days after the date of the alleged discrimination.

For more information on CASC's civil rights program, obligations, and the procedures to file a complaint, contact our transportation coordinator at 816 363 1898, email [information@tcpkc.org](mailto:information@tcpkc.org), or visit our office at 6401 Rockhill Road, Kansas City, MO 64131

You may direct your complaint to: Transportation Manager, The Children's Place, 6401 Rockhill Road, Kansas City MO 64131



## TRANSPORTATION SERVICES

### DAY TREATMENT PROGRAM



# TRANSPORTATION SERVICES

**HOURS:** MONDAY-FRIDAY 9 am-1 pm



For any changes to your child's transportation schedule or location contact TCP:

**TCP Office Hours**      Transportation Coordinator, Ashley  
9 am - 5 pm:              816-363-1898 x 326

**Absences must be reported to TCP: 816-363-1898\***

\*Buses will continue to stop at home or daycare if a child is not reported absent. Please wave the vehicle on if your child is not attending.



**48 Hour Notice** is required for address changes affecting your child's transportation.



Label all backpacks, jackets and clothing with your child's name.



If your child has behavior challenges on the bus, the TCP transportation staff will communicate this to the Day Treatment Manager. The agency will contact the caregiver about the behaviors and strategies for keeping your child safe.



During adverse weather conditions, the decision to provide transportation service is based on the safety of the roads. Check local TV stations or call 816-363-1898 for a recorded status update.



## TRANSPORTATION ROUTINE

### TO & FROM DAYCARE

If your child attends daycare, the monitor will escort the child in and out of the daycare center and will sign the child in and out. The child *must* be ready when the bus arrives. **Buses will wait for 3 minutes.**

### IN THE MORNING

- TCP bus will pull to the curb in front of your home and honk the horn and **wait 3 minutes** and then will leave. The bus **cannot** return during the morning route.
- Please be ready for the bus 10 minutes before your estimated pickup time.
- An **authorized adult** must accompany the child all the way to the bus, please do not send a child out to the bus alone. The driver/monitor will not accept a child without an adult present. The adult is required to sign for the child.

### IN THE AFTERNOON

- Buses leave The Children's Place at 1:00 pm
- Please be ready to receive your child from the bus after 1:00 pm. We cannot provide estimated drop off times.
- You will provide us with a **list of persons over the age of 16 who are authorized to take your child from the bus. No one may take your child unless they are on your list.** Please have photo ID available. *If you need to add someone to your list of approved people, please contact your child's therapist in advance.*
- If an authorized adult is not available to receive your child, he/she will be returned to The Children's Place. You will receive a phone call asking for an approved person to pick up your child from TCP by 5pm Monday, Tuesday, Wednesday, Thursday or we will notify Children's Division or the Kansas City Police to pick up your child.