



Boys & Girls Club of Greater Billerica Middle School Transportation Policy & Procedures

TRANSPORTATION OVERVIEW

Boys & Girls Club of Greater Billerica (BGCGB) offers a limited afterschool transportation service. BGCGB will pick up registered members at the Locke Middle School and the Marshall Middle School. The Bedford Charter bus company will transport members to the Boys & Girls Club of Greater Billerica afterschool program.

Transportation is available on a limited basis Monday-Friday only from the Locke and Marshall Middle Schools. Participants must have an active membership to the Boys & Girls Club and attend the school to participate in Club transportation.

Registration will take place online only via the MyClubHub Parent Portal. Please review the detailed instructions on how to register at www.billericabgc.com/drop-in. Space is limited and fills on a first come, first served basis. There are 52 seats for each school. Once full members will be placed on a waitlist and caregivers will be notified if a seat becomes available. Payment for the entire year must be paid in full to secure your child's registration.

A list of enrolled Club members will be shared with the main office at each middle school. Members will be dismissed at the end of their school day with all other students and then brought to a designated Boys & Girls Club waiting area. It is your child's responsibility to be at the waiting area and Club staff cannot retrieve and/or wait for your member to get on the bus.

Approximate Bus Schedule

1:45 p.m. - Pickup at the Marshall Middle School

2:00 p.m. - Drop-off members at the Club

2:10 p.m. - Pickup at the Locke Middle School

2:25 p.m. - Drop-off at the Club

**Club staff meet members at their school and ride the bus to the Club.*

COST OF THE PROGRAM

\$400 for the 2025-2026 School Year

\$375 for each additional member

If a spot becomes available after the school year begins, the rate will be prorated based on your start date.

Enrollment for transportation is a commitment for the entire school year. We do not offer enrollment by the week, quarter, month, or semester. Should your child sign up for transportation and not attend, payment is required. Registering your child reserves a seat and staffing for your child, whether or not they are on the bus. **Refunds will not be given.**

All transportation fees must be paid, in full, by August 25, 2025. If payment is not made, your member will be removed and the spot will be offered to someone on the waitlist.

MEMBER CODE OF CONDUCT

Safety is our top priority in all Club programs. Club members must play an active role in participating in the safety of everything they do at the Club. All Club members must follow the rules and expectations listed below, as well as the directions of the bus driver and Club staff. Please review these with your member and stress their importance. Cooperation supports a pleasant and safe ride for all. Transportation is a privilege and not a right, members can be removed from this program for failure to follow Club rules.

Code of Conduct for All Club Members

- **Be respectful and kind to all staff members.** This includes school and bus staff. Make sure to follow all instructions while waiting for the bus, during the dismissal process, and while on the bus to all staff supporting transportation.
- **Arrive at the bus waiting area on time.** It is the responsibility of the member to be there before the bus departs. Club staff cannot retrieve members from the school.
- **Sit appropriately at all time on the bus.** This means staying in their seats at all times, wearing a seatbelt, and keeping their backs against the seat. Backpacks must not be worn.
- **Be respectful of the bus.** This includes sitting correctly, not eating or drinking on the bus, removing all belongings and/or trash from the bus, and listening to all the driver's instructions.
- **Be safe and respectful throughout the ride.** Members must keep their hands inside the bus at all times, use appropriate language, and be kind to other members.
- **Bring your Club card!** Members must have their Club card every time they come to the Club and they must sign in and out of the building using their cards. This ensures the Club has an accurate representation of who is in the program and supports a safe operation. In addition to safety, being able to track member attendance & participation helps keep our drop-in fees low and affordable for all.

Transportation is a privilege and not a right, members can be removed from this program for failure to follow Club rules. Any member reported by staff or the bus driver for misconduct will be held responsible for their behavior and may be subject to disciplinary action, which could include a suspension or termination of the member's transportation privilege.

CAREGIVER ROLE & RESPONSIBILITY

Caregivers play an important role in a successful Club experience, including our transportation program. Please help us promote and maintain a positive, safe experience by following these guidelines:

- **Keep up to date emergency contacts and phones numbers.** Review your Club members information on the MyClubHub Parent Portal to insure we have the most up-to-date information, including phone numbers, address, and emergency contacts. It is essential that we have the right information in case of an emergency.
- **Review the Code of Conduct with your member.** Make sure your member understands the expectations of our transportation program and understands the consequences of not following the rules.
- **Share any important information with the Club before the program starts.** All caregivers, especially those of members with disabilities or other needs must notify the Club staff in writing of any physical or medical needs necessary to fully participate in our transportation program safely. The Club will work with the caregiver to determine whether reasonable accommodations can be met.

TRANSPORTATION SCHEDULE POLICIES

Transportation begins on the first day of the drop-in program, Monday, September 8, 2025 and runs on all Club days through the last day of the drop-in program. The drop-in program end date is dependent on the last day of school and will be shared by Club staff by June 1, 2026. Transportation to the Club occurs when school and the Club is open at school dismissal. On half days and early release, transportation will be provided at school dismissal.

It is the responsibility of the caregiver to make arrangement to ensure your child is picked up from school on days the Club is closed. The Club will share closure on our social media, at www.billericabgc.com, and post schedule updates at the Club. There may be times when the Club program is closed due to special events or trainings. The Club will provide all families two weeks' notice via email when a change to our calendar has been made.

In case of inclement weather, if Billerica Public Schools are closed the Club is closed. There will be no transportation or program on those days. If schools close early due to weather or other emergency situations, members may need to be picked up from school directly. Club staff will work with Billerica Public Schools to create a safe plan of action for our members. Staff will send communication to caregivers of changes and share these plans accordingly.

RELEASE OF LIABILITY & ASSUMPTION OF RISK

During registration for the transportation program, you will need to sign off on our Release of Liability & Assumption of Risk. This release is listed below and is required for participation in transportation.

I am aware that certain risks and dangers may be encountered during the course of the program offered by Boys & Girls Club of Greater Billerica, its agents and associates. These risks may result in the loss of property, personal injury, including emotional trauma and in extreme cases even death. I acknowledge and voluntarily assume these risks and all others associated with the activities in which my child will be participating and accept full responsibility for my child safety, personal property and well-being in encountering such risks.

I agree to release the Boys & Girls Club of Greater Billerica, its agents, representatives, officers, directors, overseers, employees, drivers, independent contractors, other participants and all others associated with it, from any right, claim or cause of action which I may have for any injury, damage or loss to person arising from my child's participation in any activity of the BILLERICA BOYS AND GIRLS CLUB. I further agree to defend, hold harmless and indemnify the Billerica Boys and Girls Club from any claim, and from any liability, loss damages or expenses (including attorney's fees) resulting from a claim, brought by a fellow student or other person for loss or damage cause in whole or in part by my child's participation.

I am aware that the Boys & Girls Club of Greater Billerica is a 501(c)(3) charitable corporation located in Billerica, Massachusetts, USA. This release of liability and assumption of risk shall be governed by the laws of the Commonwealth of Massachusetts. If any part of this agreement is found to be invalid, the remainder of the agreement nevertheless shall be of full force and effect.

I have read, understand and agree to the terms as detailed above, which are binding upon me, my spouse, heirs, executors, administrators and assigns.

On behalf of my child, and myself I hereby authorize and request that Boys & Girls Club of Greater Billerica provide transportation services to my child in conjunction with the Boys & Girls Club of Greater Billerica drop-in program.

DROP-IN PROGRAM REMINDERS

Drop-in at the Boys & Girls Club of Greater Billerica is open Mondays-Thursdays from 2:00 p.m. to 7:30 p.m. and Fridays from 2:00 p.m. to 7:00 p.m. Youth and teens ages 10-18, from any community, are welcome to become members of the Club. Memberships are purchased on the MyClubHub Parent Portal for an annual fee of \$45.

The Club operates an Open-Door Policy. This means members can leave the Club on their own and do not need to be signed out by an adult to leave the Club. Once a member leaves the building, they are not able to sign back in. Our front desk is a busy and active space and can not monitor who is or is not allowed to leave on their own. Make sure your member knows your expectation around this policy.

Keep up-to-date with the Club by visiting our website at www.billericabgc.com, following the Club on facebook and Instagram, and making sure we have an accurate email & phone number to message you! If you have specific questions about our drop-in program or transportation, please email our Unit Director, Dickie Ackroyd at ackroyd@billericabgc.com.