

Optional School Pickup Agreement

Effective: September 10, 2026

Version: 2026-09-10

Program: Twin Forest Education Center (the "Program," "we," or "us").

Contact: info@twinforesteducationcenter.com · (626) 268-3016

1. Request and confirmed arrangement

I request school-to-center transportation for the child identified on this form and confirm my authority to request it. This is a separate optional service. Signing this document, adding a child, or selecting “wants pickup” does not establish that a route exists.

Before service starts, the Program and I must confirm the school, pickup days, start date, dismissal and meeting arrangements, destination, contact process, and any fee. I remain responsible for transportation until the Program confirms the arrangement. School release permission must also be in place.

The Program will disclose a new transportation fee before I authorize it. An earlier request without a separately accepted charge does not permit an undisclosed fee. Any change or end to a route must be communicated with reasonable notice where feasible, with a safe contingency for a child already accepted into Program care.

2. School handoff and absence

I will tell the school who is authorized to collect the child and tell the Program about absences, early release, and schedule changes as soon as known. School staff, the Program, and I must establish a safe waiting and handoff plan; this agreement does not assume that the school supervises a child indefinitely after dismissal.

If the child is missing from the meeting point, staff will follow the agreed missing-child procedure, contact the school and guardian, and escalate urgent safety concerns. A missed stop does not automatically make every resulting event solely the family's responsibility. Staff may need to continue a route only after following the safety procedure and resolving or appropriately escalating the child's status.

For a delayed or canceled pickup, the Program will contact the school and guardian to establish a safe alternative. Call the Program if a child expected on a route has not arrived. Staff must not treat an unresolved missing-child report as an ordinary cancellation.

3. Vehicles, drivers, and restraints

The Program is responsible for confirming appropriate driver qualifications, legal operating requirements, vehicle suitability, insurance, seating, and legally required child restraints. I will provide accurate age, size, and accommodation information and any agreed suitable restraint. A parent certification does not transfer the driver's or operator's statutory duties. A child must not be transported without a lawful and appropriate restraint arrangement.

The child must follow reasonable vehicle rules. Unsafe behavior may require a safe stop, guardian contact, or review of future rides. It does not justify leaving the child unattended.

4. Care and information

Program supervision begins when authorized staff accept the child at the school handoff and continues during the ride and arrival handoff to Program staff. Staff must verify the correct child, boarding, arrival, and completion of the vehicle check under the adopted procedure.

I authorize sharing information reasonably necessary to identify the child, arrange collection, and respond to emergencies with school personnel and assigned transportation staff. This may require more than a first name. Information must not be used for unrelated purposes. Medical emergencies follow the separately accepted medical authorization and applicable law.

5. Risks and responsibility

Vehicle travel involves risks, including collisions, sudden stops, traffic delays, weather, and actions of other road users. I acknowledge those ordinary travel risks. The Program still owes applicable duties of care, lawful operation, supervision, and emergency response.

This transportation agreement does not release negligence claims or require a parent to defend or indemnify the Program for claims brought by a child or another guardian. Nothing here waives nonwaivable rights or confirms that a particular policy or coverage limit is in force.

6. Ending service and signature

I may stop future rides by contacting the Program. For a same-day change, I will call and obtain confirmation. The Program may stop future service for operational or safety reasons, subject to required notice, accommodations, any accepted refund terms, and a safe handoff for a child already in its care.

I request only the transportation arrangement identified on the form. I have read this agreement and understand that service starts only after confirmation. The signature record must identify the child, signer, accepted version, and transportation request. This agreement does not authorize photos, recording, marketing, field trips, or unaccompanied release.