**RIDES R US, INC.**

**POLICIES AND PROCEDURES**

1. All students **must** wear a safety belt at all times. All students under age 8 or under 4’8” will be required to ride in a booster as required by Texas law.

2. Please notify us **as soon as possible** if your child will be absent or goes home early. WE WILL ALLOW a 5 min. WAITING TIME from the time the dismissal bell rings for students to get to vehicles as other students from other schools are waiting. If a student should miss his/her ride, there will be a $10.00 extra trip charge.

3. Payment is due on Monday of each week. (*Any payment received after 8:00 p.m. on Wednesdays will be charged a 10.00 late fee. An additional 5.00 per day will be charged until payment is received in full.)*

**All payments must have the child’s name and school included in the memo or on envelope.**

a. You may pay via Pay Pal, Chase Quick Pay at schoolridesrus@gmail.com. Send via friends/family. Checks, money orders or cashier checks should be made **payable to Rides R Us**.

b. Payments made by cash must be in a sealed envelope with the **child’s name and school** written on it.

c. A deposit equal to the weekly rate will be made at the time of enrollment.

d. Your child will be assigned a specific driver but any of our drivers could transport your child if there is a need for a substitute.

***Payment will be made for all regular school days and holidays (including Thanksgiving this year) except for Spring break and Christmas break. Should a student not ride any given day or week, full payment is still due.***

* Daily trip ride rates begin at 10.00 per day and up based upon the distance.
* Please contact me for sibling discounts.
* Previous arrangements must be made for any student needing a late pick up after regular

school hours. Rates begin at $10.00 and up based upon the distance.

* There will be a 30.00 charge for all returned checks.

4. A seven day advance notice must be given when terminating service. The enrollment deposit will then be applied to the last week of service. **If the seven day notice is not given the** **deposit will be forfeited**. The deposit will automatically pay for the last week of school for children riding to the end of the year.