

Administrative Directive Title: Afterschool Care Provider Transportation from MCS School Property	AD Number: 3.400.2	Adopted: July 2026
Policy References: Board Policy 3.400 - Student Transportation Management		Revised:

These requirements apply to all third-party afterschool care providers, including nonprofit organizations and other community-based programs, that seek to enter MCS school property for the purpose of picking up students after school dismissal and transporting them to an afterschool program. This directive does not apply to parent/guardian pickup, MCS-operated programs, or transportation provided directly by MCS.

Administrative Requirements

Any third-party afterschool care provider seeking to pick up students from MCS school property must have a fully executed Memorandum of Understanding (“MOU”) with Murfreesboro City Schools before beginning student pickup at any MCS school. The MOU must be signed by an authorized representative of the provider and by the Director of Schools or designee. A provider may not pick up students from any MCS school until the MOU has been fully approved and executed.

Student Release Authorization

Students may only be released to an outside afterschool care provider when the student’s parent or guardian has provided written authorization for the student to be released to that provider.

Written authorization may be provided through the MCS enrollment application or through another written consent process approved by the school or District. If the school has not received appropriate written authorization from the parent or guardian, the student shall not be released to the provider.

Afterschool care providers are responsible for notifying parents and guardians that written authorization must be provided to the school before a student may be dismissed to the provider. Enrollment in the provider’s afterschool program, by itself, is not sufficient unless the school has received the required parent/guardian authorization.

School staff shall follow ordinary student release procedures and may require verification of the provider representative’s identity before releasing students.

Pickup Location and Dismissal Procedures

Before beginning pickup at any MCS school, the provider must coordinate directly with the school principal or the principal’s designee to establish the specific pickup location, arrival time, dismissal procedure, and point of contact for that school.

Each principal shall determine the appropriate pickup location and process based on the school's dismissal procedures, traffic flow, supervision needs, and safety considerations. Providers must comply with all school-specific pickup procedures, including parking, traffic, visitor, and student supervision requirements.

Providers shall not enter unauthorized areas of the school building or campus and shall not remove students from school property except in accordance with the school's approved dismissal process.

Timely Pickup Requirement

Afterschool care providers must be present at the school at or before the dismissal time coordinated with the school principal. Timely pickup is essential to student safety and orderly dismissal. Providers are expected to plan staffing, transportation, routing, and communication procedures to ensure students are picked up at the designated time each school day.

If a provider is delayed, the provider must immediately notify the school's designated point of contact and provide an estimated arrival time. The school may require the student to remain in the school's ordinary supervision area until the provider arrives or may require the parent/guardian to make alternate pickup arrangements.

Repeated late pickups may result in corrective action, suspension of pickup privileges, or revocation or termination of the provider's MOU with MCS. MCS reserves the right to immediately suspend a provider's ability to pick up students if late pickup creates a supervision concern, disrupts dismissal, or presents a risk to student safety.

Emergency, Early Dismissal, and Inclement Weather Procedures

Providers must work with each school principal to establish a point of contact and contingency plan for pickup of participating students in the event of early dismissal, emergency dismissal, or inclement weather.

During an emergency, severe weather event, lockdown, shelter-in-place, reunification process, or other safety-related event, students may not be released to a provider depending on the nature of the emergency and the school's safety procedures.

School administrators will communicate necessary changes to dismissal procedures when feasible and appropriate under the circumstances. Providers must follow all directions from school administrators and District personnel during emergency or inclement weather events.

Insurance, Background Checks, and Legal Compliance

Each provider must comply with the insurance, background check, safety, and legal compliance requirements set forth in the executed MOU. Providers must maintain required insurance coverage and must ensure that all staff, agents, or volunteers who enter MCS property or interact with students have completed required background checks consistent with applicable law and MCS policy.

Providers must comply with all applicable federal, State, and local laws and regulations and all MCS policies and procedures while on school property, including requirements related to visitor access, student confidentiality, student supervision, and student release.

68 **Noncompliance**

69 Failure to comply with this directive, the provider's MOU, applicable law, or MCS policies and
70 procedures may result in suspension or termination of the provider's ability to pick up students
71 from MCS school property.

72 MCS reserves the right to immediately suspend or terminate pickup privileges if a provider's
73 conduct poses a risk to student safety, disrupts school operations, violates student release
74 procedures, or otherwise fails to comply with District expectations.