



**INTERNATIONAL SCHOOL OF HAVANA
TRANSPORT SERVICE CONTRACT
2023-2024**

Student's name: _____ Grade: ____

The International School of Havana (ISH) will offer transportation service to and from school (in the mornings and the afternoons) subject to availability and according to the terms and conditions established in this contract.

Spaces on school busses is limited and is reserved for the transportation of students attending the school.

Applications from students from Pre-Kindergarten and Kindergarten will only be considered if an older sibling (from Grade 1 on) is either already using the service or is applying for the service and will accompany the younger sibling.

Acceptance of Pre-Kindergarten and Kindergarten students is at the sole discretion of the school.

THE SCHOOL'S RESPONSIBILITIES

1. To ensure that buses are clean and safe.
2. Provide a supervisor on each bus, who will be able to make mobile phone contact with the school office at all times.
3. Decide and communicate the scheduled bus routes (see Annex).
4. Update and share a schedule, when necessary, with parents/guardians.
Note that both pick-up and drop-off times can vary under circumstances beyond the school's control, such as: traffic, number of students on the bus, etc.).
5. Pick-up and drop-off points will be structured around the accessible locations near each student's residence.
Students will be required to be at the closest designated pick-up point on the school bus routes before the time set in the schedule.

6. There will be a 2-minute waiting period at each pick up location.
 - 6.1. If a student(s) has/have not arrived at the pick-up location before the waiting period expires, the bus will depart without the student(s).
 - 6.2. Transportation of any student(s) in such case, is the responsibility of the parent/guardian.
7. Inform parents if the designated pick-up or drop-off times are changed.
8. Schedule the routes so that all students arrive at school on time.

RESPONSIBILITIES OF PARENTS AND STUDENTS

1. For Pre-Kindergarten to Grade 8 students, parents/guardians will be held responsible for making the necessary arrangement to bring the child to home. Grade 9 to Grade 12 students may be given responsibility by the parents/guardians, in writing, to return home on their own.
2. Pre-Kindergarten to Grade 8 students must be accompanied by a parent or guardian to and from the bus pick-up points in the morning and must be met at the drop-off point in the afternoon.
3. Pre-Kindergarten to Grade 8 students, who are not met at the agreed drop-off point in the afternoon, will be returned to school. Parents will then be responsible for picking the student(s) up from school.
4. Parents are responsible for making sure that students are on time at the agreed pick-up points. If a student(s) arrives at the agreed pick-up point late, the school may not be held responsible for finding alternate means of transportation.
5. Parents are responsible for informing the school when and if their child(ren) will not be taking the school bus.
6. While using school transportation, students are expected, at all times, to:
 - interact respectfully with the bus driver, bus supervisor, and other riders.
 - remain seated with the seat belt on.
 - keep all windows closed unless instructed otherwise.
 - talk quietly.
 - look after personal belongings.
 - refrain from eating.
 - remove any rubbish.
 - keep appropriate physical distance from others.

Failure to comply with any of the expectations listed above will be reported to the pertinent educational leader and may result in disciplinary action.

TRANSPORTATION FEES AND PAYMENT:

Transportation Fees are calculated as annual roundtrips for the full Academic Year 2023-2024.

The Annual Roundtrip Fee is USD \$ 1000.00 per student, per year.

One-way service may be requested at USD \$ 600.00 per student, per year.

Both Roundtrip and One-way service may be requested on a term-by-term basis.

An invoice will be issued once a contract service request has been signed and approved.

Service will be provided only after the school’s invoice has been paid in full.

Transportation may be denied if payment is not received for contracted transport.

Transportation Fees applicable to Term by Term Service			
Term	Round Trip	One Way	Payment Due date
Term I	\$500	\$300	August 18
Term II	\$500	\$300	December 1
Academic Year 2023 - 2024	\$1000	\$600	August 18

GENERAL INFORMATION

1. Service may be requested on a weekly basis.
Please contact the Admissions Coordinator (admissions@ish.co.cu) for further information. Note that the weekly service fee is non-refundable.
2. Payment may be made by bank transfer or in cash at the school Accounting Office (Calle 22 campus). The Accounting Office will receive payments on Tuesdays and Thursdays, from 9.00 a.m. to 3.00 p.m.
3. Applications from parents to modify the transport service arranged in the contract must be directed to the Admissions Coordinator (admissions@ish.co.cu).
 - 3.1. Under no circumstances should parents assume that service will be extended or modified unless a formal acknowledgment from the school is received, and payment of a revised invoice is completed.

4. Students will only be permitted on the bus for the contracted (and paid for) period.
5. Students that are registered users of the service may not invite non-paying students onto the bus.
6. Parents/Guardians are responsible for payment, regardless of any support provided by employers.

TRANSPORTATION CANCELLATION AND REFUNDING OF FEES

1. Reimbursement for transportation service is possible only when the service is cancelled for good.
2. Three weeks (21 days) notice in writing, is required to be given in a communication addressed to both the Admissions Office (admissions@ish.co.cu) and the Finance Office (financeoffice@ish.co.cu) when cancelling the service to avoid fees in lieu.
 - 2.1. If cancellation is notified within less time than the required three weeks (21 days), those days resulting in the difference will not be reimbursed.
3. No reimbursement is available for cancellation after April 1.

SELECTION OF SERVICES

Please select (X) the service of your choice and the period for which you want to enroll a student.

Service	Term 1	Term 2	All Academic Year	Another period. Please specify the date (Due date defined in the moment of signing this contract)
Round trip To and from school. Departing from ISH at 3:35 pm (on Wednesdays at 2:35 pm)				
Inbound to school only				
Outbound from school only Departing from campus at 3:35				



pm (2.35 pm on Wednesdays).				
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Special service after Extracurricular activities:

Route	Monday	Tuesday	Wednesday (departing school at 3:30 p.m.)	Thursday	Friday
School campus to Club Havana Departing from school at 4:40 pm					

1. Departure time changes during the period of the contract should be requested in writing to (admissions@ish.co.cu).
Confirmations will depend upon seat availability.
2. For cancellation or reduction of services during the contract period, the Transportation Fee Refund and the Cancellation Policy described above will apply.

CONTRACT FOR SERVICES

By signing this contract, I hereby confirm that I accept all the terms and conditions above.

Name of Parent/Guardian: _____

Home Address: _____

Date: _____

Signature: _____

School Representative's name & Signature: _____

Date: _____

ANNEX

BUS ROUTES

Route 1: Playa

School - 32 street - 7th avenue- 41st avenue -13 street, 19th ave and 56 street - 19th avenue and 78 street- 7th B avenue and 86 street - 5th avenue and 88, 5th A avenue - 82, 19th avenue - 212 street Siboney, Cimex 5th Avenue and 13 street - School.

Route 2: Club Habana



School - 5th Avenue - Club Habana, 5th avenue & 96 street, 110 street- 3rd avenue -3rd Avenue A and 46 street, 42street and 3rd avenue, 5th avenue - School.

Route 3: Vedado

School-20 street-7th ave-18 street- Bosque Avenue- Puente Almendares-26 Ave- 45 street (Cine Acapulco), 26 Ave -17St and N, Vedado, 25 street- Linea-School