

PARENT 'TIP' SHEET

How the Shuttle Service will work:

- We will coordinate schedules and checking out/in of the students with the schools.
- We will take into account when each school has lunch so that the students are not missing lunch.
- When they are done with their adjustment, the patient is scheduled on the next shuttle for the school (8 weeks later), and they all go back to school together.
- This is a fast-paced morning and we see 1 patient after the other. All Orthodontic assistants will be working and all of the chairs will be filled until all of the students have had their adjustments.
- Afterwards the assistants will email each parent what took place during the appointment, and of course, if there is an issue, we will call the parents right away.

Here are a few tips that will help bring about a very productive and successful year:

- You will need to sign a Shuttle Authorization and Consent Form, a Good Standing Agreement, and fill out an Information Sheet in order to be qualified for the Shuttle Service.
- If your son or daughter cannot make their appointment on the scheduled shuttle day, we need to be given 48 hours notice. We also ask that you call the school to let them know your child will not be on the shuttle.
- Our shuttle will go to each school every 8 weeks, so if you need to cancel an appointment for the shuttle, we will need to reschedule their appointment when a parent can arrange to bring them in. That way we will avoid a longer treatment time.
- Each time your child comes to the shuttle bus they will be assigned a time and given an appointment slip for their next appointment on the shuttle.
- You should contact your child's school to make sure they do not require any additional paperwork in order for us to pick your child up from school.

We reserve the right to cancel or reschedule shuttle service due to weather or other reasons.

If you have any further questions regarding the shuttle service, please don't hesitate to contact our office. We hope this service will be both convenient and enjoyable for the students, parents and faculty.