



ORTHODONTICS

WYOMISSING | DOUGLASSVILLE | POTTSTOWN

ROG Orthodontics offers *Smiles in Motion* for our patients in grades 5 – 12 for the 2019 – 2020 school year. *Smiles in Motion* is a shuttle service operated by Infinity Limousine under contract with ROG Orthodontics. *Smiles in Motion* is driven by Ms. Kim Celmer, a former school bus driver, who is an employee of ROG Orthodontics and Infinity Limousine. *Smiles in Motion* will visit your child's school on a designated day at a specific time. Those patients with scheduled appointments will be picked up at their school, transported to ROG Orthodontics and returned to school via *Smiles in Motion* upon the completion of their group's appointments. When your child's next appointment is scheduled, it will be on the designated *Smiles in Motion* day for their particular school.

Smiles in Motion Policies and Procedures

1. The patient's parent/legal guardian must complete the attached *Smiles in Motion* Transportation Request and School Authorization forms and **return them to our office**. A one-time registration fee of \$100 must be paid in advance of the service being utilized. Checks should be made out to ROG Orthodontics.
2. It will be the responsibility of the patient's parent/legal guardian to notify school officials of the patient's appointments with our office in the manner the school has deemed acceptable; written note from parent, district provided excuse, ROG Orthodontics excuse, etc.
3. *Smiles in Motion* will operate between the hours of 9:00 am and 12:00 pm. **In the event of inclement weather, we may suspend *Smiles in Motion* service for the day.** If your child's school is delayed or closed because of inclement weather, the parent/legal guardian is to provide transportation to and from the scheduled appointment or call the office to reschedule. Please make sure ROG Orthodontics has a correct daytime phone number where you can be reached in the event we need to contact you.
4. If the patient is absent from school the day they are to ride *Smiles in Motion*, please call ROG Orthodontics that morning so that we can inform the driver.
5. Misconduct of a patient while on *Smiles in Motion* will not be tolerated and will result in the suspension of *Smiles in Motion* service to your child. Any damage to the vehicle caused by a patient shall be the monetary responsibility of the parent/legal guardian.
6. If there is a possibility that your child may miss their scheduled school lunch, please be sure to pack a lunch to be eaten at our office.
7. Patients will not be permitted to leave the ROG Orthodontics building. Violation will result in the suspension of *Smiles in Motion* service to your child.
8. The patient will be given a slip summarizing the day's appointment. This slip also includes a school excuse and the information regarding your child's next appointment. If the next appointment is not convenient, please call the office to reschedule.
9. We will contact you periodically via email regarding the treatment status of your child. Please feel free to contact us anytime with questions or concerns.

PLEASE BE AWARE THAT SMILES IN MOTION POLICIES AND PROCEDURES MAY CHANGE AT ANY TIME WITHOUT NOTICE.



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ROG Orthodontics will fax your child's school on the appointment day to remind them of the appointment and that *Smiles in Motion* will be providing the transportation to and from our office. ***Please remember to send a note to school with your child on their appointment day.*** Even after receiving the fax, most schools will not release your child from school unless a note from a parent has been sent. Make sure to include travel time on the note, not just the appointment time. Out of consideration for the other riders and our doctors, our driver will not be able to wait more than 10 minutes for your child. You can use the time guide below to determine when we will pick them up. If your school is not listed, please allow 30 minutes for travel time.

Please allow 40 minutes prior to appointment time for the following schools:

Blue Mountain Academy
Boyertown School District
Brandywine Heights
Conrad Weiser
Daniel Boone
Hamburg
Holy Guardian Angels
Kings Academy
Kutztown
Schuylkill Valley
Twin Valley

Please allow 30 minutes prior to appointment time for the following schools:

Cocalico
Exeter
Fleetwood
Governor Mifflin
Muhlenberg
Oley
Tulpehocken

Please allow 20 minutes prior to appointment time for the following schools:

Berks Catholic
LaSalle Academy
Reading
Reading Junior Academy
Sacred Heart
St. Ignatius
Wilson
Wyomissing



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2019– 2020

SCHOOL AUTHORIZATION

School District

School Building

Grade

I, _____, parent/guardian of _____,

a student at the above designated school, hereby grant permission for my child to ride *Smiles in Motion* shuttle service provided by Infinity Limousine. I consent for my child to be released from school to ride *Smiles in Motion* for the purpose of receiving orthodontic services at ROG Orthodontics. I agree and understand that my child will be picked up from school and returned to school via *Smiles in Motion*. I assume all responsibility for making the necessary appointments with ROG Orthodontics and for notifying my child’s school officials of the dates and times of the appointments. This authorization shall be valid during the school year beginning in September 2019 and concluding in May 2020.

Parent / Legal Guardian

Date

Child’s Name (please print)



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2019– 2020

REQUEST FOR SMILES IN MOTION TRANSPORTATION

I, _____, parent/guardian of _____,

allow, authorize and consent for my child to ride the *Smiles in Motion* shuttle service provided by Infinity Limousine for ROG Orthodontics. I grant consent for my child to be taken out of school by the person driving *Smiles in Motion* for an appointment with ROG Orthodontics and returned to school following the appointment via *Smiles in Motion*. I agree to execute and sign a consent authorizing that my child shall be picked up from and delivered to school only at the designated times of operation by *Smiles in Motion*. My child does not have the authority to change the time and/or date of any orthodontic appointment.

I agree that ROG Orthodontics, Infinity Limousine and the driver of *Smiles in Motion*, shall have the sole and exclusive right to make the decision whether my child shall be permitted to ride *Smiles in Motion*. Any misbehavior on the part of my child could result in my child not being permitted to ride *Smiles in Motion*. Additionally, my child will not be permitted to leave the ROG Orthodontics building for the duration of their group’s appointments. Violation will result in my child not being permitted to ride *Smiles in Motion*.

I understand there is a one-time registration fee of \$100 per child. I hereby release and forever discharge Infinity Limousine, ROG Orthodontics, and their employees, agents, representatives, drivers, heirs and assigns from any and all claims, causes of action, suits, or injuries arising out of or in any way connected with my child riding *Smiles in Motion*.

This request for *Smiles in Motion* transportation is valid during the school year beginning in September 2019 and concluding in May 2020.

Parent/Legal Guardian Signature Date

Child’s Signature Date

Email Address for appointment reminders