Victor Harbor Community Kindergarten


**Purpose:**
For children who travel from home to Kindergarten and return via private bus companies.
For children who do not have transportation to travel from V.H. Kindergarten to V.H. Child care for the purpose of extended care.
For the children who need to travel to their homes or to catch another bus at the V.H. R-7 School via private bus service - “Link SA”.

**Procedure:**
* Children using the bus service must be in their 4 year old eligible year for Preschool.
* All children traveling via other private "school buses" will follow the same procedure as children traveling as above. Exception is Inman Valley bus to bring children to kindergarten but not to collect after sessions.
* Children will be supported by staff to collect their bags, lunch box, notices, go to the toilet before last group time.
* Children will walk to the bus parked at the edge of the path in designated bus zone, with a staff member, at the times stated by those companies.
* Children leaving buses of private companies at other “drop off areas” will be supervised by the bus driver to their individual buses or met at the school or home destination by a responsible adult or sibling.
* Children traveling on Link SA bus to their home or to travel to the V.H. R-7 School, V.H. High school or the V.H. Child care will be seated in the front of the bus near the bus driver.

**Staff Responsibilities:**
"Bus" children will be met by a staff member at the specific bus zones on arrival at the Kindergarten.
Children will be supported by a staff member to collect all belongings, notices, etc and reminded to go to the toilet and walked to the bus for departure.
Bus money is paid at the beginning of each term and the children have a card with 10 trips which is held by the bus. This card is clicked each trip and when card is full it is returned to parents to inform them that more money is required.

**Parent Responsibilities**
Parents will notify kindergarten staff by filling out the bus form for their child traveling to child care.
All bus monies paid in advance to staff at the beginning of each term.
Children traveling on school buses need to notify Victor Harbor High School Student Services and ask permission and notify Kindergarten staff at the beginning of each term.
If any changes to their child’s normal bus arrangement on a certain day, parents must inform kindergarten staff and record in the parent diary. Staff record changes on weekly bus roll.

**APPROVED AND CHECKED BY:**
**AUTHORISED:**

VHCK CENTRE DIRECTOR ______________________________ DATE:

GOVERNING COUNCIL REP. ______________________________ DATE