



Victor Harbor Community Kindergarten

Bus Transportation Policy

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Purpose

This policy applies to children who travel to and from home and kindergarten via private bus companies. The same applies for those children who need to travel to Victor Harbor Child Care or VH R-7 Primary School via Link SA bus service.

Procedure

- Children using the bus service must meet the age requirements for preschool (4 to 5 years).
- All children who travel via other private bus companies must follow the same procedure. The only exception is the Inman Valley bus service that drops children off at the centre but does not pick them up.
- To enable the children to be ready for pick up, staff will ensure bags, lunch boxes and any notices are collected prior to the last group time. A reminder to go to the toilet before the bus trip will also be given.
- A staff member will walk with the children to the designated bus zone at the time stated by the bus company.
- Children arriving and leaving on other private bus companies will be supervised by the driver and met by a staff member, a responsible adult or sibling.
- Children travelling on the Link SA bus to home, VH R-7 Primary School, Victor Harbor High School or Victor Harbor Child Care Centre will be seated at the front of the bus near the bus driver.

Staff Responsibilities

- A staff member will meet the children at the designated bus zone upon arrival at the centre.
- To enable the children to be ready for pick up, staff will ensure bags, lunch boxes and any notices are collected prior to the last group time. A reminder to go to the toilet before the bus trip will also be given.
- Staff will check the attendance sheet prior to getting the children ready at the end of the day to ensure there are no changes to the regular bus arrangements.

Parental Responsibilities

- Bus money is to be paid at the start of each term, with the fee covering 10 trips per child. This card is kept on the bus and clicked each time. Once all trips are used the card will be returned the parent as an indication that a new card needs to be purchased.
- If a child requires extended care at the Victor Harbor Child Care Centre, parents must notify staff by completing the appropriate form, available from the kindergarten staff.
- Children travelling on school buses will need to notify kindergarten and the Victor Harbor High School Student Services at the start of each term.
- Parents will need to notify staff if there are any changes to the regular bus arrangements. This will need to be stated verbally and via the bus attendance sign in sheet which staff will check off prior to getting the children ready at the end of the day.

Approved and Checked By

Review 2019

Approved and Checked By:

Centre Director

.....Date

Governing Council Representative

.....Date