

Kinder House Day Care

Transportation Of Children To And From School Programs Policy And Procedures

Although Kinder House Day Care services many schools and programs, we **do not provide vehicle transportation**. Kinder House Staff **will walk** children to and from programs that are within walking distance from the Center (eg: Holy Cross School, Bright View Elementary School). Other programs such as; 100 Voices, Our Lady Of Peace Elementary School, ABC Head Start, and White Cloud Head Start provide transportation by yellow bus. A **Transportation Agreement Form** will have to be filled out and signed by Parents/Guardians requesting transportation for their child to and from a school program outside of Kinder House Day Care. This agreement form will also be signed by the Center Director, communicated to the school/teacher involved, and communicated to the Bus Company providing the transportation for the child. The Transportation Agreement Form will clearly outline the following :

- Name of child
- Name and location of school which the child is attending
- Who is responsible for transporting the child (the Day Care, the parent, school bus, etc).
- Mode of transportation (eg: walking or school bus)
- Days of the week, time, and location for drop off and pick up (meeting place to be specified, eg: classroom, school entrance, bus stop address)
- Responsibilities of the day care, parent/guardian, and bus company regarding transportation
- Parent/Guardian's responsibility to inform the Day Care of any changes, deviations to the Transportation Agreement or emergencies (eg: the child is sick and was picked up by the Parent)
- Procedures to ensure the child is supervised when being dropped off at the school before school start time
- The responsibility of the School to ensure the child gets on the school bus to return to the Day Care
- Who is responsible if the child is left behind by the bus or detained due to school activities
- Procedures to find out the whereabouts of the child if he/she does not get off the bus at the predetermined drop off time
- Procedures in the case of an accident while walking to school or in the case that the school bus is in an accident while transporting the children
- Procedures in the event of inclement weather.

Procedures For Walking Children To/From A School Program

Holy Cross School

Kinder House Day Care Staff will be accompanied by the Director to be introduced to the Teacher at Holy Cross. Holy Cross School will not, under no circumstance, release the child to anyone other than the child's Parents or Kinder House Day Care Staff. Parents/Guardians **must** inform Kinder House and Holy Cross if someone else will pick the child up from school. At all times, Day Care Staff will act as positive role models by obeying all traffic rules while accompanying the child (eg: crossing the street at crosswalks, walking on the sidewalks instead of the street, and watching for vehicles at all times) to ensure the safety of the child.

Upon arrival at the school, the Staff will go to **door #5 and wait with the child until the Teacher arrives** and acknowledges the child's arrival. At this point, the child becomes the responsibility of Holy Cross School until the child is received again by Kinder House Day Care Staff. The child(ren) will be picked up from door #5. It is the responsibility of the Holy Cross Teacher to remain with the child until Kinder House Staff arrive.

*******PLEASE NOTE: KINDER HOUSE STAFF WILL NOT WALK CHILDREN TO HOLY CROSS WHEN WINTER TEMPERATURES GO BELOW -30 DEGREES CELCIUS. TRANSPORTATION TO AND FROM, BY VEHICLE, WILL BE THE RESPONSIBILITY OF THE PARENT/GUARDIAN.** Children are welcome to stay at the day care if alternate transportation cannot be made.

Brightview Elementary School

Kinder House Day Care Staff will be accompanied by the Director to be introduced to the Teacher at Brightview School. Brightview School will not, under any circumstance, release the child to anyone other than the child's Parents or Kinder House Day Care Staff. Parents/Guardians **must** inform Kinder House and Brightview School if someone else will pick the child up from school. At all times, Day Care Staff will act as positive role models by obeying all traffic rules while accompanying the child (eg: crossing the street at crosswalks, walking on the sidewalks instead of the street, and watching for vehicles at all times) to ensure the safety of the child.

Upon arrival at the school, the Staff will take the child directly to the Kindergarten Room (the room # will be determined on the Transportation Agreement Form) and wait with the child until the Teacher arrives and acknowledges the child's arrival. At this point the child becomes the responsibility of Brightview School until the child is received again by Kinder House Day Care Staff. The child(ren) will be picked up directly from the Kindergarten Classroom (see your School Policy Handbook).

In the case of an accident on the way to/from school, Day Care Staff will carry a cell phone and an **In Case of Emergency Card** that states where the Staff and child are coming from.

100 Voices Early Learning, Our Lady Of Peace Elementary and Holy Cross School, ABC Head Start, and White Cloud Head Start

These schools and programs require **yellow bus transportation**. It is the responsibility of the Parent/Guardian to arrange this with the school/program the child will attend as each school/program has a contracted method of transportation (eg: yellow bus). It is the responsibility of the Parent/Guardian to bring the transportation information (name of the bus company, route number, address of pick up/drop off, and time of pick up/drop off) to the Center so that this information can be included in the **Transportation Agreement**.

In the morning, Kinder House Staff will accompany the child(ren) to the bus stop and **will wait with the child(ren)** until the bus arrives and the child is on the bus safely. Staff will ensure that it is the correct bus (the Staff is to communicate with the Driver, get his/her name, find out if he/she will be the permanent driver, etc.). Once the child is on the bus, it is the responsibility of the bus driver to ensure he/she gets to school safely (See your Transportation Policy Handbook). When the bus arrives at the school, there will be a school supervisor to get the children off the bus, where the child(ren) become the responsibility of the school. If the Parent/Guardian will be taking the child to school, instead of the child taking the bus from the Day Care, he/she **must inform the Day Care**. Parent/Guardians must also make sure there is a school supervisor present (and make sure he/she is aware of the child's arrival ** See your School Policy Handbook) when the child is dropped off. **It is the Parent/Guardian's responsibility to inform both the School and Kinder House if there is any change in the child's daily schedule** (eg: child being dropped off at school in the morning rather than taking the bus, child being picked up at school rather than taking the bus to the Day Care in the afternoon, child not attending school or day care, child getting off the bus at a different stop etc.). **Parents that do not inform Kinder House of any changes to the child's daily Transportation Agreement will be charged a non-compliance fee of \$25.00. This will be added to the monthly Child Care Fee, an incident form will be filled out, and on the third incident of non-compliance, the Transportation Agreement will be terminated and the Parents will be responsible to get the child to and from school.** We realize this may be an inconvenience; however, communication from the Parent/Guardian is **very important. This is for your child's safety and wellbeing.**

In the afternoon, school supervisors will ensure the children get on the right bus safely and again, once the children are on the bus it is the bus driver's responsibility to get them back to Kinder House safely. Kinder House Staff will

meet the bus at the designated stop to receive them safely and, once again, the child(ren) become the responsibility of Kinder House Day Care. If a child that was supposed to get off the bus is not present, **Kinder House Day Care Will Not Be Held Responsible**. We will follow our **Missing Child Procedure** and do everything we can to locate the child as quickly as possible. Once the child is found, Day Care Licensing will be contacted and a critical incident form will be filed along with our Transportation Policy, as it clearly outlines the responsibilities of Kinder House, the Parents/Guardians, the Bus Company, and the School. An investigation will be conducted by Alberta Children and Youth Services.

*****Please note: in the event that yellow bus service is cancelled due to inclement weather, your child misses the bus or has activities after school; it is the responsibility of the Parent/Guardian to arrange alternate transportation to/from school. Children must be dressed appropriately for winter weather in order to ride the bus (snow pants, warm coat, mittens and a hat - see your Transportation Policy Handbook).**