

Tottenham War Memorial Early Childhood Centre

Bus Policy

To ensure the safety of the children who utilise the school bus services to and/or from the Centre

Procedure

- It is the responsibility of parents to make arrangements with the local bus drivers for their child/children to travel to/from the Centre.
- It should be noted that bus services are not required or paid to deliver or collect students to our Centre, but they do it as a community service.
- It is preferable that children under three years of age not travel by school bus unless the Centre Nominated Supervisor has been informed.
- Staff must be aware of all children who will be using the school bus services as a means of travel to/from the Centre *prior* to their travel.
- Parents must give written permission, including all known drivers, to the Centre staff prior to bus travel. This is to be kept with the children's enrolment details.
- Staff will include bus safety in their program throughout the year.
- If bus travel arrangements change from week to week a call is necessary to the Centre.

Signatures on sign in sheet:

The Education and Care Services National Regulations consents to staff to sign in/out and note your child's arrival and departure times. However, attendance records are used to determine the hours of care for which CCB fee assistance can validly be claimed. Consequently, we ask parents/carers to come in regularly and countersign your child's attendance for LDC purposes. Services and parents must ensure that records of attendance and absences meet all requirements of Regulations.

Arrivals

- Buses arrive at the Centre from 8:30 am
- Buses stop at the front of the building
- Staff members collect the child/children from the bus and escort them on to the grounds and into the building. Staff members enter the time of arrival next to the child's name in the sign-in book and indicate how the child will be going home. If there are any alterations to their pick-up routine, the Centre must be notified prior to bus pick up.
- Staff members sign in children on Preschool days and note use of bus on that occasion. For Long Day Care, we also sign in bus children noting time of arrival and departure. Parents are informed of this procedure in their bus permission notes on enrolment and encouraged to check their child's attendance record for purposes of Child Care Benefit and Rebate, especially when travel is predominately by bus. This needs to be done at the end of each term.
- Staff help the child to organise their belongings and direct them to an activity.

Departures

- Buses arrive to collect children any time from 3:15pm at the front of the Centre.
- Staff members keep watch for buses. The child/children is then escorted from the building and onto the bus by a staff member.
- Staff members then sign the child out of the Centre and indicate the time in the sign-in book.
- Staff members will contact parents immediately if a bus fails to collect child/children at the Centre. Parents are responsible for the collection of children.
- Staff sign the bottom of the sign in sheet at the end of each day to confirm that all children have been collected by an authorized person or placed on a bus and that no child remains at the Centre.

- *Non-collection of a Child Procedure* follows – see *Arrival and Departure Policy* –information listed below.

Non-arrival of a child procedure

If a child has not arrived at the Centre within the anticipated timeframe, no later than 10:00am, and no prior communication has been received from the child’s authorised contact person (parent/guardian) the Responsible Person on the day will immediately implement the following procedure to contact the family or families of absent child/ren and ascertain the reason for the absence.

- Contact will be attempted on the landline phone connection (leaving a message if no response).
- The mobile phone numbers of the family will be attempted (leaving a message if no response).
- If the absent child is a bus traveler, and the Centre has not received an explanation as to the child’s absence, ring the contact person for that bus run. If the child is a town child, continue to ring the contact details of an authorised contact (parent/ guardian).
- If after 15 minutes, no response has been received from any of the above attempts, the emergency contact people listed on the child’s enrolment form will be contacted.
- If, after 30 minutes, no contact has been made concerning the whereabouts of that child the Responsible Person on the day will contact the Nominated Supervisor and the Police to report the non-arrival of a child at the Centre.

The incident and all actions will be recorded on the sign in sheet and any further information will be recorded in the Centre diary. The Nominated Supervisor will follow Education and Care Services National Regulation requirements.

Ratified..... Date.....

Updated June 2017