



## **AFTER SCHOOL BUS PICK UP SERVICE PROCEDURES**

### **- Australian International Islamic College (AIIC)**

#### **Service information:**

- KDV Sport is providing for a limited number of students, a pickup service after school to transfer students from AIIC back to KDV Sport.
- This service runs Monday- Friday afternoons during the AIIC school terms.
- Meeting point is at **'the office'** then staff walk the kids across the road, around the Elite Hotel oval to our Kids Club
- Students are signed in with Kids Club staff and given some afternoon tea (generally fruit, sandwiches and biscuits are offered)
- If they are enrolled in a sport's coaching service (eg. Tennis, golf or soccer) our kids club team will help transfer them to their lesson. After the lesson they are taken back to the kids club. If not they will stay with the kids club group and do a variety of other group sports and art/ craft activities
- Care is available up until 6pm if required.

#### **Responsibilities/ Roles of the KDV Staff**

- A qualified, experienced KDV staff member will run the service each afternoon
- Staff members will have blue cards and up to date first aid certificates
- The staff member will be waiting at the office each day of the service from 3pm wearing a visible red KDV Sport team shirt
- Staff will wait there until ALL students on the list present themselves to be checked off and aim to leave by 3:10pm
- KDV Staff will have an attendance list to check off each day
- Staff will not leave unless all booked students are present
- If a student is not present the staff member will speak with the school office and the parent listed on our contact details to confirm the child's attendance at school that day
- The KDV Staff will accompany the students to the Kids Club and sign them in with a team member there

### **Responsibilities/ Roles of the parents/ families**

- Parents must give permission for children to be picked up from the designated meeting point by signing the attached permission form and sending it back to [Michael.mitchell@kdvsport.com](mailto:Michael.mitchell@kdvsport.com) before the day of the first pick up
- If your child is absent from school on a booked pick up day KDV Staff must be notified either by phone or email. Please give at least **4 hours notice** (where possible) if your child will not be using the bus service due to illness or absence from school
- The Parent or guardian picking up must sign out their child with KDV after-care staff before leaving the centre
- Sunscreen application- please let KDV staff know if you require sunscreen to be applied once your child arrives at the centre before their session.
- Care is available (included in the fee) up until 6pm if needed
- **A late pick up fee of \$1/ minute past 6pm. This will be added to your next direct debit**
- We recommend for your child's first trip that a parent or family member be there to meet the KDV staff and walk your child through the process so that you and they are comfortable or at least the classroom teacher is aware to help remind and guide your child on their first day

### **Responsibilities/ expectations of students**

- Students are to move promptly to the pick- up area when their afternoon bell goes
- Students must act/ behave in a respectful manner at all times whilst in KDV staff care
- Students must walk in an orderly fashion with the staff member and follow their instructions (especially when crossing the road)
- Students are to remember that they are wearing school uniform and representing their school. They should adhere to the school's student code of conduct
- Disruptive or poor behavior will be reported to parents at pick up time. If the behavior continues the place in the service may be cancelled and offered to another family