



## **AFTER SCHOOL BUS PICK UP SERVICE PROCEDURES- EMMANUEL COLLEGE**

### **Service information:**

- KDV Sport is providing for a limited number of students, a bus pick up service after school to transfer students from Emmanuel College back to KDV Sport.
- This service runs Monday- Thursday afternoons during the Emmanuel school term.
- Meeting point is at **'the shed'** undercover area then staff walk the kids across the oval to the bus in the bus zone on Birmingham Road
- Students are transferred back to KDV and checked in with their sports coach for their lesson
- Older students from year 6-12 involved in sports sessions that start later at KDV from 4:30 can still ride the bus. We will set them up in a safe environment near the tennis courts to do homework or relax until their session begins. They must still check in with the after-care staff and stay in an area visible to them

### **Responsibilities/ Roles of the KDV Staff- Bus Driver**

- A qualified, licensed staff members will run the service each afternoon
- Staff members will have blue cards and up to date first aid certificates
- Staff members will be waiting at "The Shed" each day of the service from 2:45pm with a KDV after school care sign for the students to see
- Staff will wait there until ALL students on the list present themselves to be checked off and aim to leave by 3:15pm
- KDV Staff will have an attendance list to check off each day
- The bus will not leave unless all booked students are present
- If a student is not present the driver will contact the school office and the parent listed on our contact details to confirm the child's attendance at school that day
- A first aid kit is to be kept fully stocked on board the bus
- The KDV Staff/ bus driver will accompany the students to their sports lesson and leave them with their sports coach
- The KDV Staff will hold a visible KDV Sport sign up for students to see at the pick-up area "The Shed"

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

- Parents must give permission for children to be picked up from the designated meeting point at “The Shed” 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
- It is recommended that a family member be present the first day of your service to walk through the process with your child and make sure they are comfortable
- Sunscreen application- please let KDV staff know if you require sunscreen to be applied once your child arrives at the centre before their session.
- Parents are to meet their child at the court where their tennis lesson is being held at the end of the session at **4:30pm for pick up**

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

- Students are to move promptly to the pick- up area “The Shed” when their afternoon bell goes (especially any high school students as their bell goes at 3:15 and we don’t want to be late back to the club- some students have sports lessons beginning at 3:30pm)
- Students must act/ behave in a respectful manner at all times whilst in KDV staff care
- Seat belts must be secured and stay on while the bus is in motion
- Students must stay seated and wait for the driver’s instructions before taking off seatbelts and exiting the vehicle
- All hands, arms , body parts must remain in the vehicle at all times
- Noise should be kept to a minimum
- Students are to take all rubbish with them and leave the bus in a tidy condition
- No food or drink is to be consumed on the bus
- 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 behaviour will be reported to parents at pick up time. If the behaviour continues the place on the bus may be cancelled and offered to another family
- After the sports lesson students are to remain with their coach until their parent comes to collect them