# AFTER SCHOOL BUS PICK UP SERVICE PROCEDURES- Guardian Angels

## Service information:

- KDV Sport is providing for a limited number of students, a bus pick up service after school to transfer students from Guardian Angels back to KDV Sport.
- This service runs on selected afternoons during the school terms
- Meeting point is at **'The Undercover Area'** adjacent to the Bus Zone on Edmund Rice Drive.
- G.A. Staff will call out your child's name and have them come to our driver waiting in the pick-up zone
- Students are transferred back to KDV and checked in with KDV Kids Club staff for afternoon tea. They stay there either until their sports coach collects them for their sports lesson (eg Hot Shots Tennis lesson) or they move off into their organised sports activity with after care staff

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

- A qualified, licensed 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 in the van in the pickup area each day of the service from 2:15pm holding a visible KDV Sport sign and wearing a 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 2:35pm
- 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 at the other end to the check in area of the after school care centre

## 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 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.
- After 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

**Responsibilities/ expectations of students**

- Students are to move promptly to the pick- up area when their afternoon bell goes
- Students are to listen for their name to be called so G.A. staff can help get them to our bus
- 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
- Students under the age of 7 must sit in allocated booster seats on the bus