

Bus Policies and Procedures

In order for Children's Village to have a successful school year with transportation, it is imperative that we have the help and cooperation of our parents.

General Information

Bus Schedule: You must provide a bus schedule showing when your child needs to be taken to/from school.

Please have your child at Children's Village by 7:15 a.m. in order for us to get them to school on time. We cannot take your child to school if they arrive at Children's Village after the morning buses have already departed. (See attached bus schedule)

If your child is scheduled for "before and after" transportation and he/she is not at Children's Village for transportation to school, we will not plan to pick him/her up unless you call us (before 2:00 pm on regular school days or 1:00 on early dismissal days).

If your child is scheduled to be picked up by Children's Village, and you have made other arrangements for the day, please call Children's Village that day before (2:00) school gets out and let us know. Otherwise, this is called a "No Show" and a \$10.00 fee will be assessed to your account.

In order to maintain the bus schedule for all schools, the bus will wait 7 minutes at each school. Your child must quickly come and board the bus after school.

If a child does not show up for the bus run, the bus driver cannot leave the bus to search for your child at the school. Therefore, after the 7 minute waiting period, the driver will return to Children's Village and report the child as a "No Show". Staff at Children's Village will start calling the child's school and the phone numbers on their file to try to locate the child.

PLEASE MAKE SURE YOUR CHILD'S FILE IS UPDATED AT ALL TIMES WITH CURRENT PHONE NUMBERS AND AUTHORIZATION INFORMATION.

Safety Rules (Please discuss these safety rules with your child(ren))

All kindergarten children must sit at the front of the bus (preferably the front two rows)

All children and staff must wear seat belts at all times. Children must remove their backpacks before putting their seatbelt on. Children may not remove their seatbelt until the driver gives the students permission.

All hands and foreign objects must stay inside the bus – please do not stick anything out the windows.

Children are encouraged to talk quietly with the student sitting next to them. There is no yelling or screaming on the bus.

Foul language will not be tolerated.

Physical and/or verbal intimidation from one child towards another is not tolerated.

After school, children must quickly make their way to the bus.

When boarding and exiting the bus, it is done “row by row” and in an orderly manner. As the child enters the bus, they must take the first available seat and move towards the window side of the seat. The next child will follow, taking the next available seat.

After exiting the bus and upon entering Children’s Village, the children must walk in an orderly line without pushing or shoving through the doors.

There is no eating, drinking, or chewing gum on the bus.

.....

You will receive an Incident Report if your child violates any of the safety rules listed above.

Children’s Village has the right to either suspend or terminate a child at any time from either the bus or Children’s Village due to their behavior.

After reviewing these policies with your child, please sign the attached Acknowledgment.

The staff of Children’s Village appreciate your assistance and support.

Please do not hesitate to contact Executive Director Angela Benedict if you have questions or suggestions.

Acknowledgment

I acknowledge I have reviewed the Safety Rules with my child(ren).

Parent's Signature

Date

Parent's Signature

Date