

## Transportation Policy

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Transportation is a key component of Glenora Child Care Society's Preschool and Out of School Care's daily program.

Transportation is defined as a means of moving somebody or something from one place to another. Transportation at Glenora Child Care Society includes; walking programs, bussing and travel by car with a parent or guardian. *Glenora Child Care Society does not transport children via vehicle and is not insured to do so.*

In accordance to Child Care Licensing Regulation- (Off site and Emergency Evacuation) Glenora Child Care Society requires written and signed permission for each individual child to participate in any of the centres transportation programs.

Written agreements between families and Glenora Child Care Society will include the following information;

1. Name of the child
2. Location and name of the school the child is attending
3. Who is responsible for transporting the child
4. Mode of transportation
5. Time and location of drop off and pick up
6. Signature of the parent

The parent or guardian is responsible for informing the child care centre via, phone message, email or written notice of any changes to regular attendance. Changes or deviations may include illness, emergencies, school projects or pre-arranged play dates. Parents **MUST** inform GCCS staff if their child does not require school or bus pick up to avoid their child being classified as a **MISSING CHILD** as per Licensing regulations.

If Parents are persistently negligent, **two (2) or more incidents in a period of six (6) months**, in informing GCCS of their child's absence from the Society and are unreachable at the time of pick up, they shall be given a warning in written form. Should the Parents, after such written warning, continue to neglect to inform GCCS staff of their child's absence and be unreachable at the time of pick up this transportation agreement may be suspended.

If you are dropping your child off at Glenora Child Care Society we require parents to escort each child to their respective classrooms. Glenora Child Care Society will not be responsible for children until they are inside the classroom.

### **Walking Program**

When transporting 100 Voices and Kindergarten children to their school, GCCS staff will take the children directly to the St. Vincent and the Glenora Kindergarten entrances and remain with the children until the teacher calls them into the classroom. At no time are the 100 Voices or Kindergarten children left alone on school grounds. Children in grade 1-6 will be responsible for getting themselves to their respective classrooms once the school bell rings.

After school, Glenora Child Care Society assumes responsibility for each individual child upon arrival at the predetermined meeting space.

If a child does not show up at the predetermined location and the staff has not been informed that the child will not be attending, the staff of Glenora Child Care Society will take the following steps;

1. One staff will remain at the predetermined location with the other children for a period of 10 minutes.

**The 2nd staff will:**

- a) Call the other OSC staff to seek any messages as well as check the OSC email.
- b) Call the GCCS office to seek any messages that may have been missed
- c) Call the parent and/or the child's emergency contact to confirm the child's absence.
- d) **IF THE PARENT CANNOT BE REACHED:**
- e) Go to the school office and ask for any information regarding the child's attendance or pick up.
- f) The GCCS office staff will continue to attempt to contact the parent and/or emergency contacts. At this time, the staff members may be directed to gather their group and continue to the final location. This is especially vital during the winter months when children and staff have been waiting outdoors or when the schedule does not allow significant waiting times.
- g) If the child cannot be located after 20 minutes of the initial call to the parents/ emergency contacts, the Executive Director, Acting Director or Program Supervisor will **call the police** to report the child missing followed by a call to Licensing to report the incident.

If a child is detained at school due to after school projects, not previously agreed upon by the centre and the parent, or disciplinary issues, and the child is unable to meet the group at the predetermined meeting spot, Glenora Child Care Society will not make an additional trip to pick up the child. It is then the parent's responsibility to inform GCCS of the change in attendance as well as to arrange for pick up for their child.

If your child does not have appropriate outdoor clothing to participate safely in the Glenora Child Care transportation program a staff member may contact the child's parent or guardian to pick their child up from school (**See Weather/ Temperature Policy in Health and Safety Manual**).

*When school is not in session due to a Professional Development day, we ask that parents dropping their children off before 8:45 am do so at Glenora Child Care Society's main building. The children will be walked to the OSC location at 8:45 am. During extended school breaks such as summer and Christmas vacation, the OSC location will be open at 7:00am for drop off.*

**Bussing Program**

If you are planning to have your child bussed directly to Glenora Childcare Society or Glenora out of School Care programs we require that bussing schedules are provided *in writing* to the Executive Director as soon as possible. *It is not always a guarantee that adequate staffing will be available to accommodate bus drop off and bus pick up.*

If an agreement for bus drop off and pick up is made between a parent and Glenora Child Care Society the following should be considered:

- a) Glenora Childcare requires input and final approval on the bus pick up and drop off locations and times.
- b) If your child misses the bus at school it is the responsibility of the school to contact the parent to arrange for alternate pick up and to contact the daycare or Out of School Care Program to inform us of delays or changes to drop off information.
- c) If your child becomes ill while on the bus we will contact you to come and pick them up immediately (See Illness policy; Health and Safety Manual).

- d) If your child has any disciplinary issues while riding the bus, Glenora Child Care Society will pass on reasonable amounts of information to inform families that there has been an issue. It is the parent's responsibility to contact the bus company if necessary to resolve any ongoing issues.
- e) If the bus that your child is travelling on is involved in a traffic accident or breaks down on route it is the responsibility of the bus company to contact both the parent and Glenora Childcare Society to inform of any delays or changes to arrangements.
- f) Bussing companies have their own policies regarding the release of a child from the bus. It is the parent's responsibility to find out if the child needs to be released to an adult or can walk from the bus drop off to the daycare location. These arrangements will need to be included, *in writing*, in the Transportation Agreement. Please note: *If your child is **not** released directly to a staff member, Glenora Childcare is not responsible for that child until they arrive at our premises, and inform a staff member that they have arrived.*

If arrival times change or the bus does not arrive as scheduled the following steps will be taken:

1. Arrival times of a child's bus can vary due to lack of children on the bus on a particular day, traffic or weather patterns. In this case, we require the bus driver to phone the centre and inform us that they have arrived or to estimate a new arrival time. In the event of a significant schedule change the staff of Glenora Childcare Society will make every reasonable attempt to greet the bus in a timely manner however due to staffing and scheduling restraints this may not always be possible. It is the parent's responsibility to ensure that the bus driver has access to the programs phone number, will call the centre with any changes and that the driver is aware that they may need to wait for a staff member to collect the child.
2. Staff members will wait for a bus for 5 minutes before and after a scheduled bus pick up or drop off.
3. If the bus does not arrive to **pick-up** the child from a GCCS program: staff will check with the daycare office and ask for any information regarding the child and will remain at the pick-up location. The office staff will attempt to contact the bus company and the parent. The staff member may be directed to return to the program. This is especially vital during the winter months when children and staff have been waiting outdoors or when the schedule does not allow significant waiting times. The child will remain at the centre until alternate arrangements for pick-up have been made.
4. If a bus does not arrive to **drop off** a child the staff will contact the daycare office and ask for any information regarding the child and will remain at the drop off location. The office staff will attempt to contact the bus company, the child's school and the parent and/or emergency contacts. The staff member may be directed to return to the program. This is especially vital during the winter months when children and staff have been waiting outdoors or when the schedule does not allow significant waiting times. If the child cannot be located within 20 minutes, the Executive Director, Acting Director or Program Supervisor will **call the police** to report the child missing followed by a call to Licensing to report the incident.

If a parent and Glenora Child Care Society enter into a transportation agreement both parties will accept some level of responsibility. This will be clearly outlined in the agreement.

Glenora Child Care will make this policy and agreement available to both the Schools and families that we service.

In accordance to Child Care Licensing Regulation (Off site and Emergency Evacuation) Glenora Child Care Society (GCCS) requires written and signed permission for each individual child to participate in any of our transportation programs.

Please see attached agreement.

Transportation Agreement -Walking

I, \_\_\_\_\_ give permission for my child \_\_\_\_\_,  
(Parent name) (child name)

To participate in the walking program provided by GCCS (**as per the transportation policy**)

My child may be transported to and from either GCCS location at 10530-138st **or** 10405- 142nd street and;

**St. Vincent Elementary School 10530-138 street**  AM \_\_\_\_\_  PM \_\_\_\_\_  
**780- 452-4474**

Grade: \_\_\_\_\_ Teachers name: \_\_\_\_\_

or

**Glenora Elementary School 13520-102 Ave**  AM \_\_\_\_\_  PM \_\_\_\_\_  
**780-452-4740**

Grade: \_\_\_\_\_ Teachers name: \_\_\_\_\_

or

**Other:** \_\_\_\_\_  AM \_\_\_\_\_  PM \_\_\_\_\_  
(School name)

\_\_\_\_\_ Grade: \_\_\_\_\_ Teachers name: \_\_\_\_\_  
( School address & Phone number)

I acknowledge the above information to be accurate and by providing this information I am giving my child permission to participate in Glenora Childcare Societies transportation programs. I acknowledge that a parent **MUST** inform GCCS staff if their child does not require school or bus pick up to avoid their child being classified as a **MISSING CHILD** as per Licensing regulations.

Name of parent/ guardian: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_

Date \_\_\_\_\_

## Transportation Agreement -Bussing

My child will be transported by **bus (as per the Transportation Policy)**

Name of bussing company: \_\_\_\_\_ Phone # \_\_\_\_\_

Child's Bus Route # \_\_\_\_\_

My child attends the following school: \_\_\_\_\_  
(School name) (School address & phone #)

\_\_\_\_\_  
(Grade) (Child's teacher)

Time and location of AM bus pick up from GCCS: \_\_\_\_\_  
(Time)

\_\_\_\_\_  
(Location e.g. Front doors of daycare)

Time and location of PM bus drop off at GCCS: \_\_\_\_\_  
(Time)

\_\_\_\_\_  
(Location e.g. Front doors of daycare)

### Release of child from bus:

My child, \_\_\_\_\_ will be released by the bus driver to a GCCS staff member.  
(Child name)

My child, \_\_\_\_\_ will be boarding the bus in the am and exiting the bus in the pm  
(Child name)

independently. I understand that my child will not be supervised by a GCCS staff during this transition and GCCS will no longer be responsible for my child when he/she leaves the child care centre to board the bus or when he/she gets off the bus and is returning to the child care centre. GCCS will resume responsibility when my child informs a staff member that they have arrived on premises. I acknowledge the above information to be accurate and by providing this information I am giving my child permission to participate in Glenora Childcare Societies transportation programs. I acknowledge that a parent **MUST** inform GCCS staff if their child does not require school or bus pick up to avoid their child being classified as a **MISSING CHILD** as per Licensing regulations.

Name of parent/ guardian: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_ Date \_\_\_\_\_

