

## After kinder care bus procedure

*HDKA promotes a commitment to child safety, wellbeing, participation, empowerment, cultural safety and awareness including children with a disability, Aboriginal and Torres Strait Islander children and/or communities and children from cultural and/or linguistically diverse backgrounds.*

*HDKA has a zero tolerance of child abuse and a duty of care to prevent and manage child abuse risks including physical and online environments.*

### Purpose

To provide clear guidelines for parents/guardians and educators in relation to their responsibilities in ensuring the safe arrival of all children being transported to Horsham & District Kindergarten Association (HDKA) Early Years (EY) After kinder Care (AKC) by bus.

This **After Kinder care Bus procedure** is displayed on the notice board for educators and parents at each centre and the **After Kinder care Bus Collection Information List** is kept in a clearly labelled folder to be easily accessible for all permanent and relief educators. *Please note there is a separate sheet for each day of the week.*

*Transporting children to Roberts Ave After Kinder Care participating kindergartens listed below:*

- *Horsham North*
- *Green park*
- *Acacia*
- *Natimuk rd.*
- *Bennett rd.*

### Procedure

- The **Agreement for transporting children by bus to After Kinder Care (AKC)** must be signed by HDKA and the participating bus company.
- As per the **Department Education & Training (DET) School Bus Program Policy and Procedures** that HDKA and bus drivers must ensure that children travelling by bus **MUST** be a minimum of 4 years of age.
- Every parent/guardian with a child utilising the bus to After Kinder Care service is to complete an **Agreement for transporting children by bus to After kinder care** form
- A copy of the child's **Agreement for transporting children by bus to After kinder care** form is kept in their enrolment file and in the bus folder and a copy sent to the coordinating Kindergartens.
- HDKA will then complete an **After kinder care Bus Collection Information List** with names of all children utilising the bus to the service and child's kindergarten and the days that they will be traveling on the bus.
- An **AKC Bus Information List** is provided for educators to carry with them at all times whilst transporting to AKC. The Educators will tick this list before children leaving the kindergarten and boarding the bus.
- Educators ensure that the **After Kinder care Bus Collection Information List** each day is kept up to date and any daily changes notified by parents are recorded immediately on the form in the 'Additional Comments' section e.g. child is to be absent. Parents will be required to notify the AKC Coordinator if their child will be absent.
- There will be two After kinder care educators that will travel on the bus to each kindergarten and pick up children on the **After kinder Care Bus Collection information list**.

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- If the bus arrives more than 10 minutes late the educator will contact the coordinating Kindergartens the whereabouts of the bus.
- The Educator will carry with them a mobile phone on collection of children from Kindergartens and the bus collection information list, all medications and management plans. The educator will immediately ring the parents/guardians as to the child's whereabouts if child is not at kinder and parent has not notified after kinder care of their absent.
- If it is confirmed that the child will be absent by parents/guardian the educator will mark them off the **AKC Bus Collection Information List** and notify coordinating Kindergartens.
- In the event Parent/guardians are unable to be contacted to verify child's attendance educators will accompany and supervise remaining children to ensure a safe walk onto the bus and then sign in all children collected.
- They will then notify HDKA Management of the situation immediately.
- The parents will be attempted to be contacted again and a phone message will be left. Continual attempts will be made every fifteen minutes to contact the families, if after 1 hour has passed and no contact has been made the educators will then attempt to contact the people listed as emergency contacts on the child's enrolment form in an attempt to locate the child's whereabouts.
- The Educator will continue to work with HDKA and Coordinating Kindergarten to determine the whereabouts of unaccounted for child including calling 000 to notify police.
- If the child is still unaccounted for additional attempts will made every hour to parent/guardians and 000 (the police) will be updated.
- **Parents will be updated immediately upon verification of whereabouts.**
- Educators will complete all relevant reports required and notify DET.

### Educators Responsibility:

- Ensuring educators will provide the best quality care for all children at all times.
- Educators will ensure all equipment, checklists, collection information medications and plans taken onto the bus each day and are current.
- Before departure from each kindergarten educators will ensure that all children and belongings are present.
- Kindergarten staff will stay with children until AKC educator enters the building and all children have been signed out from the kinder and signed in on the **After Kinder care Bus Collection Information List**.
- Kindergarten staff will also check their copy of **After kinder care Bus Collection Information List** of children who will be traveling on bus each day and will organise children and their belongings and remind them to go to the toilet before bus arrives.

### Parents Responsibility:

- Every parent/guardian with a child utilising the bus to After Kinder Care service is to complete an **Agreement for transporting children by bus to After kinder care** form
- Parents will notify After kinder care phone to notify the day before where possible of any absences.
- Parents are to notify HDKA of any changes or cancelations.
- Following our **Delivery and collection of children policy** when picking up children from After kinder care, Roberts Ave Kindergarten.

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### Service policies

- *Child safe environment policy*
- *Parent consent for child to travel by bus to after kinder care form*
- *Agreement for transporting children by bus to after kinder care form*
- *After kinder care bus collection information list*
- *Delivery and collection of children policy*