



BON ACCORD OUT OF SCHOOL CARE

TRANSPORTATION GUIDELINES

NAME OF CHILD: _____

NAME OF SCHOOL: _____

Who is responsible for transporting the child:

It will be the responsibility of the parent to contact the bussing department of the Sturgeon School Division to find out the time and place of pick up at Bon Accord Community School in the morning and the time and place of drop off at the Bon Accord Community School in the afternoon.

MODE OF TRANSPORTATION:

TIME AND LOCATION OF PICK UP:

TIME AND LOCATION OF DROP OFF:

It will be the responsibility of the parent to inform the Bon Accord Out of School Care staff of any changes, deviations of plans or emergencies concerning their child.

It will be the responsibility of the parent to make sure their child is supervised after being transported from Bon Accord Community School to another school before the start of that school day.

It will be the responsibility of the parent to make sure that Bon Accord Out of School Care staff has all pertinent phone numbers or emergency contact information should the child not show up at the predetermined location at pick up time.

It will be the responsibility of the parent to ensure transportation to the Bon Accord Out of School Care program for their child if said child is detained due to school activities.

It will be the responsibility of the parent to ensure transportation is provided for their child should busses be cancelled due to inclement weather. Bon Accord Out of School Care will not be responsible for the child in any way should this occur.

It will be the responsibility of the Bon Accord Out of School Care Staff to ensure the child is supervised until they are on the bus to be transported to the correct school.

For children being bussed to the Bon Accord Out of School Care program for the afternoon portion of the program, these children should arrive at the program by 3:25pm. If the child does not arrive at the program at the designated time, the staff will call the school involved, then the



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parent to find out where the child may be. If the parents cannot be reached, the emergency contact will be called. If neither of these can be reached, the Community Services Director will be informed and at her discretion, the RCMP will be notified.

For those children who attend the Bon Accord Out of School Care program Before School, and are attending Bon Accord Community School, these children are supervised by the Out of School Care staff from their arrival in the Program until the first bell rings to signify the start of school, usually at 8:25am. The staff ensures each child reaches their designated classroom.

For children attending the Bon Accord Out of School Care program in the afternoon, the children will meet in the classroom designated for Out of School Care. Should a child not show up for the program, one staff member will check with the school secretary to see if this child is just tardy or is in detention. If this is not the issue, the staff member will then contact the parent to see where the child may be. Should the parent be unavailable, the emergency contacts will be called. Should there be no response from either the parent or the emergency contact, the Community Services Director will be informed, and at her discretion the RCMP will be notified.

It is the responsibility of the parent to keep the staff of the Bon Accord Out of School Care program apprised of their child's whereabouts at all times.

Signature of Parent

Out of School Care Director