

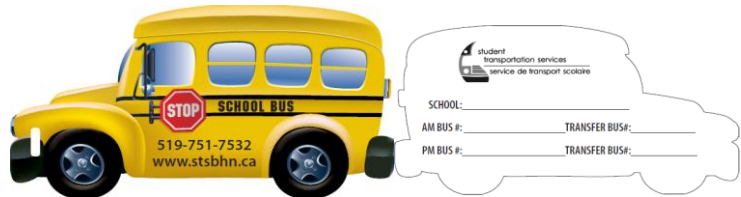
Title: Transportation of Kindergarten Students	Procedure #: 033 Page: 1 of 5	Section: Operating Guidelines
Effective: February 2014	Last Reviewed: May 2019	Next Review: May 2022

Statement	Parent(s)/ Guardian(s) of students enrolled in a kindergarten and receive transportation services, are required, to attach an identification tag, supplied by STSBHN, to their child's backpack and comply with rules and expectations that differ slightly from their counterparts in grades one through twelve.
Communication	<ol style="list-style-type: none"> 1. At the time of registration, be it in person or online, the parent/ guardian will provide all information related to the transportation of the student, including all daycare arrangements, and naming all responsible designates; services will not commence until the forms are provided. 2. The information will be submitted by school staff or extracted from the member school board's student information system and entered into the route planning software utilized by STSBHN. 3. Information relating to transportation services, during the school year, will be made available to parent(s)/ guardian(s) by their school's secretary or by calling STSBHN. For services scheduled to begin for the start of a school year, STSBHN will provide a custom letter over the summer months which will detail the student's busing information. 4. Parent(s)/ Guardian(s) will inform their child of the transportation arrangements, including pick up and drop off times/ locations, and teach their child not to leave the bus or bus stop unless they are met by their parent/ guardian or the stated responsible designate. 5. Information on the student's transportation can be accessed by school staff via the online transportation portal.
Identification	<ol style="list-style-type: none"> 6. Kindergarten students, who are provided transportation services, will be provided an identification tag (see example below) to be placed on their backpacks for the duration of the school year. A colour system has been

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designed to assist the bus driver and school staff to quickly identify students from each of the three boards serviced by STSBHN:

- yellow tags will indicate GEDSB students,
- red tags will indicate BHCNDSB students and
- blue tags will indicate CSCMonAvenir students.
- Walking identification tags will also be provided to those students who attend a site that has students who both walk and are bused home.



7. The identification tag will contain limited information which is intended only to ensure kindergarten students are delivered to the correct school and stop locations.
8. Details on the identification tag will be updated by the school whenever a change occurs which results in a modification to the student's school or stop location(s).
9. STSBHN will provide families of BHCNDSB a tag and instructions on how to correctly complete it, along with the student's bus information, in a custom letter over the summer. STSBHN will send a custom letter to GEDSB and CSCMonAvenir students which will contain bussing information only; GEDSB and CSCMonAvenir students will have their tags completed and attached by school staff on their first day of attendance. Spare tags will be made available by STSBHN to every elementary school who receives transportation and who educate kindergarten age students.
10. No driver will knowingly leave a child unattended at a bus stop without the parent or responsible designate present.



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Responsibilities of:	<p>The Parent:</p> <ul style="list-style-type: none"> • Complete the information on the tags and for ensuring that all bused kindergarten students have the identification tag attached to their backpack before boarding the bus in the morning. • Teach their child their school name and home address as well as to visually recognize their bus stop location(s). • Complete the TF001-Transportation Request and TF038 – Kindergarten Contract forms at registration, or electronic equivalent, and update as required when changes impact the school/ bus stop of their child(ren). • Educate their child to ensure that they do not exit the school bus if their parent, guardian or responsible designate is not present at their stop; if a student does get off of the bus to find that no one is there to meet them, they are to get the drivers attention and re-board the vehicle immediately. • Prior to the first day of riding the school bus, with the assistance of school staff, arrange “bus buddies” to assist students who are required to transfer. • Accompany and remain with the student until picked up by the transportation vehicle at the student’s designated pick-up stop. • Be present at the student’s designated drop off bus stop, at the regularly scheduled time, to receive the kindergarten students. Students who are not met will remain on the bus for the duration of the route at which time they will be delivered back to their home school into the care of the principal or designate. • If possible, attend a “First Rider” program with their child prior to the start of the school year in September to get familiar with the school bus and expectations while riding. • Inform school administration when picking their child up who normally rides on the bus. • For all other details on expectations relating to transportation services, please refer to Responsibilities of Parents/ Guardians (005), available at www.stsbhn.ca.
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<p>Responsibilities of:</p>	<p>The School:</p> <ul style="list-style-type: none"> • Ensure that all kindergarten students have a completed identification tag, be it bussed or walker, attached to their backpack before the end of the first day of attendance. • Prior to the first day of riding the school bus, with the assistance of the parent/ guardian, arrange “bus buddies” to assist student who are required to transfer. • Sort and load students and check attendance to ensure all students are accounted for prior to allowing buses to depart the school’s bus loading zone. • Collect, review and forward all TF001-Transportation Request and TF038 – Kindergarten Contract forms received from parent(s)/ guardian(s) to STSBHN where electronic registration was not performed. Input all information into the school board’s student database in a timely fashion to allow for extracts of details by STSBHN staff. <p>STSBHN:</p> <ul style="list-style-type: none"> • Provide information tags and custom letter to all eligible kindergarten students who have registered to receive transportation services for the start of the school year. • Provide adequate additional information tags to elementary schools for those students who register during the school year as well as those kindergarten students who show up at school without a tag already on their backpack. • Receive and input changes provided via electronic extracts or physically received TF001 and TF038 forms. • Update and distribute responsible designate list to all transportation service providers on a regular basis.
<p>Consequences</p>	<p>For the parent and child:</p> <ol style="list-style-type: none"> 1. First failure by a parent to ensure that their child is met will result in a notification from STSBHN, in consultation with the school.



Student Transportation Services

BRANT HALDIMAND NORFOLK

Services de Transport Scolaire

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Consequences Continued...	<ol style="list-style-type: none">2. Second instance of a child not being met will result in a written notice from STSBHN, in consultation with the school, that transportation privileges are temporarily suspended for an appropriate period of time as determine by school and transportation staff.3. Third failure to meet a child will result in a written notice from STSBHN, in consultation with the school, that transportation privileges have been withdrawn for the remainder of the school year.
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