

Coonamble Public School Preschool



Preschool transportation of children procedure (By Country Bus or After School Care Bus)

Arrival and departure times are an important part of the daily preschool routine, particularly for ensuring children’s safety. This procedure outlines how we at CPS Preschool monitor the arrival and departure of preschool children when arriving and departing by country bus or After School Care Bus.

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.2	Regulation 99 Regulation 101 Regulation 102 Regulation 102B Regulation 102C Regulation 102D	Leading and Operating Department Preschool Guidelines Preschool – Obtaining parent’s authorisation and consent Safe travel guidelines
Pre-reading and reference documents		
ACECOA Information Sheet: Safe transportation of children Guidance on understanding safe transport and travel requirements for education and care service providers Transport for NSW endorsed key pedestrian safety messages Transportation risk assessment template Kids and Traffic - website and contact		
Related procedures		
<ul style="list-style-type: none"> · Delivery and collection of children · The Acceptance and Refusal of Authorisation 		
Staff roles and responsibilities		

<p>School Principal</p>	<p>The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> ● the preschool is compliant with legislative standards related to this procedure at all times ● all staff involved in the preschool are familiar with and implement this procedure ● all procedures are current and reviewed as part of a continuous cycle of self- assessment.
<p>Preschool Supervisor</p>	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This includes:</p> <ul style="list-style-type: none"> ● analysing complaints, incidents or issues and what the implications are for the updates to this procedure ● reflecting on how this procedure is informed by relevant recognised authorities ● planning and discussing ways to engage with families and communities, including how changes are communicated ● developing strategies to induct all staff when procedures are updated to ensure practice is embedded.
<p>Preschool Educators</p>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> ● all staff in the preschool and daily practices comply with this procedure ● this procedure is stored in the preschool and it is accessible to all staff, families, visitors and volunteers ● they are actively involved in the review of this procedure, as required, or at least annually ● the details of this procedure’s review are documented.
<p>The Bus Driver</p>	<p>The family must make initial contact with the bus driver and discuss the possibility for their child traveling on the bus and secure transport arrangement.</p> <p>The bus driver is responsible for:</p> <p>Following contact from a family,</p> <ul style="list-style-type: none"> ● Communicating with them around a child's pick up and drop off times and location and the days they will attend preschool. ● Sharing their own details with the family for the purpose of being recorded in the child's enrolment form as an 'authorised nominee' able to collect the child from preschool.

	<ul style="list-style-type: none"> ● Signing the preschool arrivals register on delivering the child to a preschool educator (if relevant). ● Receiving the child from a preschool educator and signing the departures register to note they have collected the child.
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Procedure	
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Country Bus	<ul style="list-style-type: none"> ● When a family enrolls at Coonamble Public School Preschool, staff discuss how their child will attend and if appropriate suggest country bus travel, as the town bus does not take preschoolers. ● It is the family's responsibility to contact the bus driver and organise drop off and pick up of their child. ● Families must then inform the preschool that their child is catching a country bus and give authorisation for delivery and/or collection by the bus driver. This will be recorded in the child's enrolment form. If a different bus driver will be driving the bus, the family must contact the preschool and give verbal authorisation on the day. Any long term changes to authorisation must be recorded in the enrolment form. ● The country bus must park at the entry gate to the preschool or drive into the car park. Staff have line of sight to the parking area. If no staff come out the bus may beep their horn. ● At 9.00am the preschool staff will take the delivery and departure register to the bus driver to sign or the educator will sign the register and collect the child. A ratio of 1 educator to 10 children must be maintained within the preschool when bus drop off and delivery occur. The preschool is staffed with an extra SLSO. If at any point there are not enough staff to maintain the 1:10 ratio, a qualified staff member will be called from the main school to support. ● At between 2.45pm-3.00pm an educator will watch for the bus out the preschool window and take the child out with the delivery and departure register. The bus driver or the educator will sign the register and the educator will ensure the child is secure, with their seat belt on, before returning to the preschool. ● Parents/carers are responsible for placing their child on the bus in the morning and meeting the bus for pick up in the afternoon. ● If the child is not attending preschool, the parent is asked to contact the preschool before 9.00am to notify of the child's absence. ● If the bus does not arrive for drop off in the morning, when expected the preschool will contact the family. ● If the bus does not arrive at the preschool in the afternoon for pickup, the preschool staff will notify the families by 3.10pm. Alternative arrangements will then be arranged
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Record of procedure's review
Date of review and who was involved
25/5/2021 Carolyn Jones, Emma Horan, Shiralee Robinson and Anthea Robinson
Key changes made and reason/s why
Format was changed to make the procedure more comprehensive and in line with the 'Leading and Operating Department Preschool Guidelines'
Record of communication of significant changes to relevant stakeholders
Procedure will be presented at the next P&C meeting by Annette Thomson and added to Kinderloop for parents/carers to view.

Record of procedure's review
Date of review and who was involved
30/3/2022 Carolyn Jones, Miriam McKeown, Leanne McMaster and Shiralee Robinson
Key changes made and reason/s why
No changes were made
Record of communication of significant changes to relevant stakeholders
Procedure will be presented at the next P&C meeting by Annette Thomson and added to Kinderloop for parents/carers to view.

Record of procedure's review
Date of review and who was involved
16/12/2022 Carolyn Jones, Leanne McMaster and Shiralee Robinson
Key changes made and reason/s why
Advice from approved provider and after referring to regulatory guidance document
Record of communication of significant changes to relevant stakeholders
Procedure will be presented at the next P&C meeting by Annette Thomson and added to Kinderloop for parents/carers to view.

Record of procedure's review
Date of review and who was involved
26/4/2023 Carolyn Jones, Leanne McMaster, Miriam McKeown, Annette Thomson and Shiralee Robinson
Key changes made and reason/s why
Formatting and editing
Record of communication of significant changes to relevant stakeholders
Procedure will be presented at the next P&C meeting by Annette Thomson and added to Kinderloop for parents/carers to view.