



TRANSPORTATION OF CHILDREN:

RATIONALE:

Just Kids Preschool will provide pre-arranged transport for children traveling to and from our centres within centre operation hours.

PROCEDURE:

- Written permission will be obtained from the child's parent/legal guardian prior to any commencement of the transportation arrangement. (*see permission slip appendix 1*)
- The Driver will hold a current NZ Full Driver's License
- The van will have a current WOF, registration and insurance
- The driver will go through the safety checking and police vetting process
- The driver will ensure every child in the car wears a seatbelt and is in a regulation car-seat.
- All children under the age of 2 years old will be rear facing while travelling in the van.
- We will have a maximum of 4 U2's children at any one time.
- The van can take a maximum of 6 car seats, including 2 lap belts, lap belts will only be used for 5 point harness car seats, not booster seats.
- The driver will have a working cell phone in case of emergencies or to keep in touch with the head teacher at Merrington Crescent (cell phones are not to be used by the driver while they are driving)
- The driver will be given instructions daily as required when children are absent and do not require picking up from home
- It is the parents/caregivers responsibility to wait for the Driver with their child and to help secure them in their car-seat
- It is the parents/caregivers responsibility to be at home when their child is being dropped off at the end of the day. They must come out to the van to collect their child.
- NO child is to be left alone in the van by themselves without the Driver present
- NO child is to be dropped off home if their caregiver/parent is not home. If this happens, the Driver needs to take the child back to preschool, or to Just Kids Bickerton Street
- The driver will have all contact details for families of children who are using the transportation option.
- Children will be signed in and/or out at preschool by the Driver, Head Teacher or teacher
- All other excursions out of the centre are covered in the *Excursions Policy*

Date: February 2018

To be reviewed: February 2020

Licensing Criteria HS17, HS18.

(APPENDIX 1)

TRANSPORTATION OF CHILDREN PERMISSION AGREEMENT:

Please read the policy and procedure for transportation of your child to and from preschool, and sign the permission statement below:

I Hereby give permission for a nominated Just Kids staff member to transport my child from home to preschool and back again.

I understand that transportation will be in a nominated vehicle used by Just Kids.

I acknowledge that all care will be taken and I will not hold Just Kids responsible.

Parent/ Guardian Name

Signature Date / /