

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.
- Some children will be rear facing while traveling in the van according to the manufacturer of the car seat's recommended age, weight, and height.
- Some children will be front-facing while traveling in the van according to the manufacturer of the car seat's recommended age, weight, and height.
- We will have a maximum of 3 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. (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 at 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 service.
- Children will be signed in and/or out at preschool by the transport team.
- All other excursions out of the centre are covered in the *Excursions Policy*.

Reviewed: February 2023

To be reviewed: February 2025

Licensing Criteria HS17, HS18.

(APPENDIX 1)

TRANSPORATION 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 / /