

Hamley Bridge Kindergarten

Bus Procedure



- 1. A list of current bus children is inside the kitchen pantry cupboard – ECW can take up to 5 children- reviewed each year**
- 2. At the end of session farewell all children being picked up by parents at 3pm**
- 3. At 3:05 ask the bus children if they need to go to the toilet**
- 4. Ensure bus children have any notes from their pockets and all their belongings**
- 5. At 3:10 the ECW walks the children to the bus, children all walk together, stopping at the yellow line before continuing on**
- 6. When they arrive at the bus the educator ensures the bus driver has recorded the Preschool children as present and the educator assist the children to secure their seatbelt.**

If the ECW is not on site, the teacher or director will take the children to the bus.

The negotiation of Preschool children using the Bus Service is negotiated by the Principal of Hamley Bridge Primary School and the family.

Last Reviewed: August 2016