

# Bus Policy

Port Broughton Kindergarten staff will have a record that has been confirmed by parents/caregivers that will indicate who is to catch which bus.

We will make an agreement with families that their child is to arrive and depart on their allocated bus every day, unless we have been advised on the day otherwise via text or phone call.

A staff member will greet the children at the bus and assist them to unpack their bag and prepare for the day.

A staff member will assist the children to pack their bag and prepare them for the bus at the end of the day. They will wait until the PBAS school bell has rung before leaving the Kindy grounds and walk over to the buses. The Kindy staff member will then wait until the buses depart before returning back to Kindy.

Date devised February 2018

To be revised February 2020

Director

Governing Council Chairperson

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