



## VICKY'S CHILDCARE CENTRES

Neighbourhood Church Basement  
5347-112 Avenue, Edmonton, AB T5W 0N6

Phone: (780) 757-0159  
Email: [info@vickyschildcare.ca](mailto:info@vickyschildcare.ca)

# Transportation Procedure & Consent Form

The procedure for picking up and dropping off Children is in place to ensure that the safety of the children is maintained. To have all the means of safety met, there must be a complete communication at all times between the parents, school and staff. The procedure is quite simple on paper, but in reality with variable of the road conditions, children's punctuality and traffic, it can be quite complex. To avoid any problems, there is a descriptive policy for the transportation of children. Please review the policy below and contact the director or assistant director if you should have any questions.

### **Transportation and Pick-Up Policy**

Children are required to meet at the designated area for their school within 10 minutes after the bell rings. The designated area for each school is listed on the signed transportation form. Staff is required to do a roll call before departing. Should a child not be present, staff is required to contact the centre to see if there were any missed messages for the child's attendance. Staff will also contact the parent if no messages were recorded. After 15 minutes, staff and children will return to the centre and continue to contact a parent or guardian to ensure the location of the child.

**It is the parent's responsibility to contact the centre if the child will not be attending in advance.**

If there was no answer on the phone, parents are required to leave a message and call one of the alternative emergency numbers. Staff is required to check for messages before departing to the schools.

When school activities or schedule change the pick-up times, the centre will adjust out pick up times accordingly. In the event of severe weather or mechanical failure, pick up may be delayed. Staff will inform the school of the delay and make alternative arrangements to pick up the children.

Any staff hired by Vicky's before and After School Care is authorized to transport the children to and from school, as well as on field trips. Only staff with a valid driver's license can transport children by vehicle. Should a staff not have a valid license, then that staff is limited to walking or bussing (ETS) the children. Staff will also ensure Emergency Contact Information and First Aid is with them at all times.

Children arriving by "yellow school bus" must have the following information provided: Route Schedule with times and locations, Contact information of the Bus Company, and Contact Information for the Bus Driver.



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# Transportation Consent Form

Child's Name: \_\_\_\_\_

Grade: \_\_\_\_\_ School: \_\_\_\_\_

My child takes a yellow school bus? Yes\_\_\_ No\_\_\_

If taking the yellow school bus, please provide a copy of the Bus Route Schedule along with the Company and Driver contact information.

I, \_\_\_\_\_, give Vicky's Before and After School Care permission to transport my child to School and/or activities.

I, \_\_\_\_\_, have read and understand the transportation policy

Parent Signature: \_\_\_\_\_

| School                | Mode of Transport | Am Time | PM Time | PM Time Thurs | Meeting Place                            |
|-----------------------|-------------------|---------|---------|---------------|--|
| Virginia Park         | Driving           | 8:48    | 3:35    | 2:30          | In front of Kinder Classroom (West Door) |
| Virginia Park Kinder  | Driving           | 8:48    | 11:45   | 11:45         | Kinder Classroom (West Door)             |
| Mount Royal           | Walking           | 8:38    | 3:30    | 2:09          | Main Boot Room (East Door)               |
| Mount Royal Kinder AM | Walking           | 8:38    | 11:34   | 11:34         | Kinder Classroom (North Door)            |
| Mount Royal Kinder PM | Walking           | 12:19   | 3:30    | 2:10          | Kinder Classroom (North Door)            |
| Ben Calf              | Driving           | 8:30    | 3:00    | 12:10         | School Library                           |
| Montrose              | Driving           | 8:30    | 3:10    | 2:00          | Bus Line Up (South Door)                 |
| St Jerome             | Driving           | 8:45    | 3:20    | 11:53         | Grade 1-3 Boot Room (North West Door)    |
| Bernadette            | Driving           | 8:20    | 2:50    | 12:10         | Front Door (West Door)                   |
| Rundle                | Driving           | 8:30    | 3:25    | 2:15          | Front Door (West Door)                   |