

Transportation Policies and Procedures

Park Place Daycare provides a pickup service to for your child to schools within a 15 minute driving radius. WE try very hard to not have a child in the car for more than 30 minutes except on Fieldtrips. A typical drive usually includes drop off or pick up to or from 3 schools.

All of our vans are checked at least twice per year for any defects. The two 15 passenger vans are checked by a commercial mechanic twice per year. Our vans are checked daily before driving.

All of our drivers have their class 5 license and the drivers for the 15 passenger vans have their class 4 unrestricted license.

Please make sure that your child is at the Daycare before 8 am if they are to be transported in the am to school. Please call before 8 am to 604-990-5572 to report your child's absence for the am drive. Please call before 2 to report your child's absence for the pm drive.

Before heading out on the drive we make sure that each child under 40 pounds is seated in a tethered car seat that does up in the front. Each child 40 pounds and over is seated in a booster seat. Your child will be required to use this booster seat until they turn 9. No exceptions.

Our booster seats with high backs that provide neck support will be placed at any space in the car that does not come equipped with a neck support. If the car does have neck support then we will use either a high back seat or a booster cushion seat.

Our staff has been instructed as to how to properly fasten seat belts.

When we arrive at your child's school we will make sure that your child arrives no more than 15 minutes before school starts for grade 1-7. If your child is in Kindergarten then we will walk your child to their class and stay with them until their teacher takes the children into class.

This "walking" to class may include other children that attend another school walking with a child with the teacher from the Daycare to that child's class.

When we pick up your child in grade 1 to 7 we will make sure that are familiar with the waiting spot. This waiting spot will be right next to the school in a common area. We do not pick up from parking lots or sidewalks in front of the school. When we pick up your Kindergarten child we will pick up this child directly from the teacher.

There may be some special circumstances in which we will be late to drop off or pick up your child. When we will be late for drop off we will phone the school if we will be more than 10

minutes late. We will instruct the child to sign in upon arrival. If your child is in Kindergarten we will sign in for the child. If we will be late for pick up we will call the school and ask that your child wait at the office.

If we arrive at school and find your child missing from our meeting spot we will go to the office to see if your child was in for the day then if yes, have the child paged immediately. If the child does not answer the page then we will call the parents. Usually this solves any issues, but if your child is still missing and there is no answer at the parent's phones then we will have to call the police.

Some schools have areas that they allow Daycare vehicles to park. Some do not. Please park in an area that allows you to stop your vehicle as you will need to get out of the vehicle and open the door for the children and or walk the children into school. Do not park in an area that you have been told not to or contrary to the street signs.

We never leave your child alone in the car. We do not eat or drink in the car due to choking hazards. We do not fuel the car when the car has passengers.

If we are transporting children that are in Kindergarten and Grade one a second teacher will be provided if we have more than 10 children in the car.

Unfortunately we will be unable to wait for a child that has a detention or late dismissal at school. In the case of a detention we will knock on the child's classroom door and ask to take the child as we need to go onto another school. If the teacher allows the child to leave we will kindly ask them to contact the parent to arrange an alternate detention time. If they do not allow the child we will explain that we will leave the school and return for the child at 3:30 from the office. This is not ideal as this makes the trip longer for all of the children in the van. Please discuss this with your child's teacher ahead of time so that we do not encounter this.

If your child is in a minor car accident we do report this to the Health Department and the parents right away.

We always take the following items with us in the vans:

- A list of children transported/fieldtrip attendance.
- A list of schools, phone numbers for the schools and Daycare and emergency numbers.
- An emergency card and registration information on each child transported.
- A driving schedule that contains a list of drop off and pick up times.
- Cell phone
- Emergency kit
- Fire extinguishers

- Permission forms for fieldtrips.
- Emergency prescription medication such as epi pens.