



Knottin School Out of School Care Centre

Transportation Agreement

As a new school year is set to begin we are once again reviewing our transportation policies and procedures to ensure another safe school year.

Transporting children to and from school comes with many liabilities and responsibilities and we take all of these very seriously, therefore it is important for us that you read and understand the transportation requirements and make yourself familiar with them in order to assist us in keeping all of our children safe this year.

This year we will be transporting more than 30 children to 6 different elementary schools within the limits of Okotoks. This requires great co-ordination of schedules and procedures in order to operate effectively and have each child arrive to school safely and on time.

Due to the nature of our schedule and the volume of children being transported we will be operating 2(two) 15 passenger vans.

For morning drop offs our vans will park curbside in front of the school and the children will be dismissed from the van as soon as a school yard supervisor is within eye sight **(*please note that if for some reason the school yard supervisor does not show up at the regular time which is generally 20 minutes prior to the morning bell the OSC van will have to leave in order to arrive at the next school on time—This will mean that your child may be unsupervised until the arrival of the school yard supervisor or until the morning bell sounds).** We will do everything in our power to make sure the children are supervised until that time that a yard supervisor is present. The OSC van driver cannot leave the van to assist children in finding their classrooms or assigned entry doors as there are other children in the van that require supervision as well. Therefore once the children exit the vehicle we no longer assume care or responsibility for them until they return to the van at the end of the day.

Pick up from schools can pose a different set of challenges with parking and traffic; the van drivers have no control over road conditions, traffic congestion or parking spaces. We will do everything possible to arrive at your child's school in a timely manner; however your child may have to wait in the designated waiting area for a few minutes prior to the arrival of the van. It is the child's responsibility to wait using appropriate behaviour and to be in the meeting area once the van arrives. Again we cannot assume care or responsibility for your child until they are once again signed into our program by the van driver and seated in the van. **(This may mean that for a short period of time your child may be unsupervised after the dismissal of school and the arrival of the centre van.)**

The order of school arrivals/departures is as follows:

St. Mary's students walk via the walking path to St. Mary's School

Van 1 (Silver Van) drives students to Percy Pegler School, then Dr. Morris Gibson School, Good Shepherd School, and finally to Meadow Ridge School for both drop off and pick up.

Van 2 (White Van) drives to Big Rock Elementary and then Westmount School for both drop off and pick up.

If for some reason your child is not present in the designated meeting area the van driver will activate the missing child procedures and will continue forward with the van run.

Please ensure that if your child is going to be absent from school or leaves the school during the day that you inform us so we don't assume your child is missing and begin calling authorities.

We strongly encourage all families to make a note at the beginning of the school year to tell their child's teacher of the transportation arrangements you have made and to request that your child cannot participate in any activities that occur at school after the dismissal bell (extra work, detention, homework help). We will only wait 5 mins at each school before continuing on our route and activating missing child protocols.

We will be working very closely with the schools to ensure the principal, office staff, and teachers are well aware of our program, the children who are attending and our policies and procedures in regards to drop off, pick up's, supervision and assumption of care.

We want this to be another safe and successful school year and we appreciate your assistance with this very important service.

I have read and understand the liabilities, responsibilities, policies and procedures associated with the transportation of children to and from school.

Parents Name	Signature	Date
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I give my permission to Knottin School-Out of School Care Centre Inc. and it's drivers to transport my child; _____ to and from school.

Parents Name	Signature	Date
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