

PROGRAM

Transportation POLICY

Park Place Daycare is proud to offer safe van pickup/drop-off services to certain schools, and provide van transportation to enrich the programs with fieldtrips.

As required by BC Child Care Licensing Regulations, Section 39, Park Place Daycare ensures children are supervised at all times by teams consisting of ECEs (supported by an assistant or a responsible adult as per requirements).

BC Child Care Licensing Regulations, section 39: http://www.bclaws.ca/Recon/document/ID/freeside/332_2007#section39

Continuous supervision required

- 39**
- (1) A licensee must ensure that children are supervised at all times by a person who is an educator, an assistant or a responsible adult.
 - (2) A licensee must ensure that a second adult is immediately available to supervise children in case the person responsible for supervising children needs a replacement because of urgent and unforeseen circumstances.

PROCEDURE

- All vehicles used for transportation are insured for transporting children, are government inspected, and are driven by qualified, licensed class four drivers (15 passenger vans) and Licensed class 5 drivers (5 passenger vans)
 - They are checked daily before driving as per the class 4 vehicle inspection check list. This includes brakes, fluids, tires, mechanical. Any van, not passing inspection with a mechanical issue will not be driven until fixed.
- Educators have been instructed on proper fastening of seat belts.
- Drivers requirements as per [BC Child Care Licensing Regulation](#), Section 45:
 - Drive is 19 years old or older, and
 - Holds a driver's license that permits the driver to operate the type of vehicle being used
 - all drivers have their class 5 license, and the drivers of the 15 passenger vans have their class 4 unrestricted license.
- If staff are driving, the ratio based on BC Child Care Licensing Regulations is 1 qualified staff to 10 children. If more children are being transported, then additional staff are required. (BC Child Care Licensing Regulation, SECTION 45)
- Transportation of children is in accordance with British Columbia law:
 - This law requires that children be secured in a booster seat until they reach 40lbs AND 145cm (4'9) or reach nine years of age. (2020)
 - Over 145 cm (4'9"): A child can be secured in a lap/shoulder seat belt. The only time your child can be secured in a lap only seat belt is when: (2020)
 - There are no lap/shoulder seat belts in the vehicle
 - All lap/shoulder seat belts in the vehicle are being used by other children
 - All vans are serviced at least twice per year for safety.
 - The two 15 passenger vans are serviced twice per year by a commercial mechanic.
- Drivers will ensure parking in legal spots in order to walk children into the school grounds.
- Drivers are to never:
 - Leave any children in the van alone
 - Permit eating or drinking, in order to minimize choking hazards
 - Re-fuel when children are in the van
- Drivers/educators will report any minor car accident to the VCH Child Care Licensing officer and families immediately
- Drivers/educators take the following into the van each time;
 - A list of children being transported (attendance sheet)
 - A list of schools, phone numbers for the schools, child care and emergency numbers
 - Each child's emergency card
 - The driving schedule containing a list of drop off and pick up times and locations
 - Cell phone
 - Emergency kit
 - Fire extinguisher
 - Permission forms for fieldtrips if attending a fieldtrip
 - Emergency prescription medication, epi pens, etc.

See Before & After School Care Arrival & Pick Up POLICY for further procedures:

- Re late to pick up or drop off: parents will be notified by email at the end of the day and the school called to hold the children at the office.
- For late morning drop off to school: educator will sign them in at the school office.

NOTE: [BC Child Care Licensing Regulation](#)

PROGRAM

Before & After School Care Arrival & Pick-Up POLICY

Park Place Daycare is proud to offer safe van pickup/drop-off services to certain schools in our Before & After School Care Program. To ensure meeting school bell times, the following procedure is followed.

PROCEDURE

- Families are asked to ensure their children arrive to Park Place before 8am.
 - To report your child absent please call the centre before 8am or before 2pm for afternoon pick up.
 - Educators will note absence in the attendance sheet/log book
- Arrival at schools will be no more than 15 minutes before the school bell for grades 1-7 children.
 - Note: if your child is in kindergarten, educators will walk them to their class and deliver them to the teacher.
 - Grades 1-7 educator will watch children enter the school. They will be allowed to enter the school once it is open for the children no more than 10 minutes before the bell. Most schools are locked to the children before the bell.
 - Educators will remain at the School within site of the entry door. The older children sometimes do not like to be escorted into class but the caregiver will be there if needed. Then after the driver has dropped off all the children the van will return for the teachers at the different schools. (This is done on reverse for pick up)
- Pick Up:
 - Grade 1-7: each child will be instructed and clear on the pick-up spot (outside Kindergarten classroom) which will be inside the school grounds to meet the Park Place staff. The Park Place staff do not collect the children Grade 1 to 7 from class unless it is a specific request from a parent and can be accommodated.
 - Kindergarten: each child will be picked up from the teacher
- If the driver anticipates a late drop-off in the morning (more than 10 minutes after the school bell) they will call the school to notify them.
 - Children will be instructed to sign in at the office
 - Kindergarten children will be signed in by the Park Place driver/educator
- If Park Place Daycare anticipates a late pick-up at the end of the day:
 - The school will be called to notify them, and ask that the children wait at the office for safe pick-up
- At afternoon pick-up, if the driver/educator finds a child missing from the meeting spot, they will: (bringing all the children with them)
 - Go to the school office and check if the child attended school that day.
 - If so, the school will immediately page the child over the PA
 - If the child does not respond to the page and come to the office, the driver/educator will call the parents.
 - If the child is still missing after contacting the family, the police will be called.
- If a child is being held back by the teacher the driver/educator will: (bringing all the children)
 - Go to the child's classroom to pick them up
 - If the teacher does not release them, the driver/educator will communicate that they will be back at approx. 3:30pm to collect them from the school office
 - Follow Up: the family will be asked to speak to their school teacher to prevent this from happening again, as it disrupts the flow of other school pick ups and children spending time in the van.

FOLLOW UP: Complete a missing child report, [BC Child Care Licensing Schedule H](#)

Note: Child Care program staff do not leave the school grounds until the above steps are taken and/or the child is located.