



Moree Family Support

Moree Family Support - After School Care Permission Form

I _____ hereby give permission for my child
_____ to be collected from _____ school

by a Moree Family Support Educators and transported to 233 Balo Street Moree on Reynolds and Fogarty Bus Service; which seats at least 32 people; this includes 1 Educator to every 15 children.

Each child is required to wear a seat belt whilst being transported.

A risk assessment has been conducted prior to children being transported by Reynolds & Fogarty to MFS After School Care. The risk assessment will be updated every 12 months or as needed and is available at the service.

Attached is a copy of the Transportation and Buses Policy.

The Moree Family Support – After School Care Permission form must be completed and returned prior to child/ren attending; this form is to be updated every 12 months and filed with enrolment information. My child will be attending Moree Family Support – After School Care at 233 Balo Street Moree NSW 2400 on a:

- Permanent \$28 per child; per day
- Casual \$35 per child; per day

My child will be attending After School Care on the following days:

- Monday** **Tuesday** **Wednesday** **Thursday** **Friday**

This permission note will be kept on file at MFS – After School Care Service and can be provided to your school upon request.

Signed by Parent / Guardian:

Parent/Guardian

Date

(NOTE: All staff and bus drivers have a Working with Children Check)

Parent Information:

SCHOOL PICK UP TIME TABLE				
SCHOOL	PICK UP TIME	WHERE	DROP OFF TIME	DESTINATION
Moree East School	2:50 pm	Bus line with Teacher	3:25 pm	233 Balo Street
Christian School	3:00pm	Bus line with Teacher	3:25pm	233 Balo Street
Moree West School	3:10 pm	Bus line with Teacher	3:25 pm	233 Balo Street
St Philomena’s School	3:15 pm	Bus line with Teacher	3:25 pm	233 Balo Street



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Service Phone Numbers:

Meaghan (After School Care Venue): 0418 837 449

Moree Family Support office: 02 6752 4536

- Please advise our service if your child will be absent no later than 2pm on the day of absence
- Fees will be \$30 per day (Child Care Subsidy is available for eligible families)
- Afternoon tea is provided
- Parents are responsible to pick children up from 233 Balo Street (After School Care Service)

Transport and Buses

All children are transported from school to Moree Family Support After School Care by Reynolds and Fogarty Bus Service for After School Care purposes only. Our staff to children ratio is 1:15.

Transport to MFS After School Care is defined as regular transportation; in relation to an education and care service, means the transportation by the service or arranged by the service (other than a part of an excursion) of a child being educated and cared for by the service, where the circumstances relevant to a risk assessment are substantially the same for each occasion on which the child is transported.

A risk assessment has been conducted prior to children being transported by Reynolds & Fogarty to MFS After School Care. The risk assessment will be updated every 12 months or as needed.

The risk assessment will include:

- The proposed route and duration of the transportation
- The proposed pick-up location and destination
- The means of transport
- Any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported
- Any water hazards
- The number of adults and children involved in the transportation
- Given the risks posed by transportation, the number of educators or other responsible adult that is appropriate to provide supervision and whether any adults with specialised skills are required
- Whether any items should be readily available during transportation (for example, a mobile phone and list of emergency contact numbers for the children being transported)
- The process for entering and exiting the education and care service premises and the pick-up location or destination (as required)
- Procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking.
- Procedures for unaccounted children including where a child has not disembarked from the bus

The Moree Family Support – After School Care Permission form must be completed and returned prior to child/ren attending; this form is to be updated every 12 months and filed with enrolment information.

The After School Care Permission form will include:

- The child's name
- The reason the child is to be transported
- If the authorisation is for regular transportation, a description of when the child is to be transported



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- If the authorisation is not for regular transportation, the date the child is to be transported
- A description of the proposed pick-up location and destination
- The means of transport
- The period of time during which the child is to be transported
- The anticipated number of children likely to be transported
- The anticipated number of staff members and any other adults who will accompany and supervise the children during the transportation
- Any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported
- That a risk assessment has been prepared and is available at the education and care service
- That written policies and procedures for transporting children are available at the education and care service.

Children will be accompanied to and from the bus by a school teacher or by a MFS Educator

- All children are required to wear seat belts.
- The MFS educator will have a daily sign in sheet and Emergency contact list; which will be provided to the MFS Supervisor on arrival at the centre
- The driver will have a current driver's licence and valid Working with Children Check
- The MFS Educator travels with a mobile phone.

List of all schools which are pick up points for After School Care:

- Moree West Public School
- St Philomena's School
- Catholic School
- Moree East Public School

There will be designated meeting points for each school:

- A school teacher is to wait with children until MFS Educator collects the children from each school.
- There is a procedure that the MFS Educators follow if your child is absent on collection.
- Children will be notified in advance if arrangements change.
- School runs are determined according to children enrolled to attend MFS After School Care
- All children who travel on the bus will be asked to remember that they are representing the MFS After School Care service.

Code of Conduct on the bus:

Staff will discuss the below conduct with children each term:

- Be aware of the safety for everyone, when getting on and off the bus. We never distract the driver.
- When getting on the bus walk to the back of the bus and find an empty seat, keeping in mind of the younger children.
- Place your seat belt on (ask for help if needed)
- We never eat on the bus.
- Windows will be kept closed
- Have good behaviour, so that the journey is enjoyable for all, we never; use bad language, yell, fight or jump. Please take care of the bus.
- Children must remain seated until the bus has fully stopped
- We never take off our seat belts until the bus has stopped and an MFS Educator has opened the side door.

Our policy for ensuring the safety and welfare of absent and missing children is:



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Administration Procedure Checklist

- MFS – Admin staff are advised by text from MFS Educator on bus, should there be any child/ren on our roll that have failed to get on the bus.
- MFS - Admin will then contact the appropriate school to check if child/ren attended school or has been collected.
- If child/ren location still unknown MFS Admin will contact parents on contact numbers provided.
- If no voice contact made, MFS Admin will contact emergency contacts that have been supplied by parents / carers.
- At this stage, if no voice contact has been made by MFS Admin they will escalate to the Operations Manager. The Operations Manager will then go to child's home/parents place of work (within Moree) to ensure problem resolved.
- If child/ren is not located, the Operations Manager will contact the local Police