

BUS USE POLICY FOR PRESCHOOLERS

To ensure safe pick-up and drop-off and build self-discipline and independence among children, Vinschool Kindergarten would like to inform parents of the bus use policy as follows:

I - FOR CHILDREN

1. Wear student card when getting on and off the bus.
2. Get on, off the bus and be seated under the instructions of the bus supervisor.
3. Wear seat belts at all times.
4. Follow the bus supervisor's instructions.
5. Older children support younger ones. Extend greetings when getting on and off the bus.
6. Always keep bus interior carefully.
7. Don't make noise. Don't throw rubbish in or out of bus; comply with Bus Rules.
8. Arrive at the bus stop before pick-up and departure times.
9. Children who do not wear their student cards or seat belts will receive a warning or not be allowed to travel on the bus without receiving a refund.

II - FOR PARENTS

1. To develop a good habit for children, parents are requested to get their children ready before pick-up and drop-off times. **The bus will wait no more than 2 minutes**, but parents should take their children to the bus stop on time in order not to affect the bus schedule and other students waiting at the next pick-up/drop-off points. In case of late arrival, parents will find out ways to take their children to/from school by themselves or can contact the bus supervisor to pick up/drop off their children at the next bus stop.
2. The bus may pick up/drop off children at the entrance of a lane or on the other side of the road in case of unfavorable traffic to minimize their travel time.
3. Parents are to ensure their children wear **bus cards** when handing them over to and receiving them from the bus supervisor.
4. Parents hand their children over to and receive them from the bus supervisor at the bus door (not getting on the bus). When receiving their children from the bus supervisor, parents have to produce the **pick-up – drop-off card**.
5. Possible situations at pick-up and drop-off points
 - The bus arrives earlier than the scheduled time: It will wait until the pick-up/drop-off time.

- The bus arrives later than the scheduled time (due to objective reasons): Please wait. The bus supervisor will notify parents in advance if the bus is more than 5 minutes late.
 - The bus finishes its route or arrives at the parking lot but parents have not come yet. The bus supervisor will take the remaining children back to school by her own vehicle or by taxi and notify parents. Any incurred commuting and out of school hours care (OSHC) costs are to be paid by parents.
6. Parents are encouraged to use the bus app to notify the bus supervisor of their children's absence from school. In special cases, parents may call the bus supervisor to notify her of their children's unexpected leave or of resumed bus use.
 7. Parents may not request the bus driver or the bus supervisor to drop their children off at a bus stop different from their registered one.
 8. The bus supervisor reserves the right to refuse to allow those who are neither parents nor guardians of students to pick them up at the drop-off points in case there is no advance notice and/or failure to produce the pick-up - drop-off card.
 9. Parents are requested to register with the Customer Service Department or with the bus supervisor if their phone numbers change.
 10. To continue using the bus service in the new school year, parents need **to register and make payments on time**. Late registrations will be considered *in the next bus arrangement of the school year*.
 11. Bus arrangement is made at the beginning of each school year and can be adjusted during the school year.
 12. Parents are requested to make full, on-time payments according to the school's Financial Regulations.
 13. Parents who register different pick-up and drop-off points on 2 bus routes are to pay double.
 14. To make or change your registration, please use the bus app and stick to the timeline as follows. The school will notify you of the bus arrangement 02 days before the date of service.

Registration	Timeline	Date of service
First registration	From 24th to 8th	15 th
Second registration	From 9th to 23rd	1 st

15. To cancel the bus service, please make the cancellation on the bus app 15 days in advance.
16. The school reserves the right to refuse provision of the bus service in the following cases:
 - Students decline to study at a nearby Vinschool campus will not have access to the bus service even if the distance travel time conditions are met or there is an appropriate bus route for them.
 - The appropriate bus is full.
 - Students who register the bus service are small in number and their places are scattered.

17. If parents/guardians come late for the pick-up/drop-off more than 3 times, the school reserves the right to refuse the bus service to their children immediately and will not refund any expenses during the month of service discontinuation.
18. The school reserves the right to refuse the bus service to any children without refunding if they themselves or their parents do not comply with this policy or act against the school regulations.
19. Parents who register the bus service for their children agree to the regulations of the Bus Use Policy and promise that they and their children will comply with them.