

Ko Taku Reo Preschool operates a transport service to enable families and children to access our services more easily.

There are three van runs – South Auckland, South Central and West.

This service is available for children enrolled into preschool; however Deaf children are given priority. Parents are advised of this service at the time of enrolment and decisions for availability are the responsibility of the Preschool Lead.

Drivers are responsible for the well-being and safety of children who are travelling in vans and therefore must use the following guidelines:

- **Mobile Phone:**
 - There is a mobile phone for each van.
 - This phone can be used to send receive messages between the drivers and families, or for emergencies.
 - The van phone can also be used to access apps like Playground (for parent signatures on incident reports) or the AA app in the event of a breakdown or traffic accident.
 - The phone is assigned to the van, not to a specific person, so whoever is driving will be responsible for the phone.
 - The phone must not be used for personal calls.
 - Drivers need to ensure the phone is charged.

- **Always stay in the van, or within arm's reach:**
 - Parents are responsible for bringing the children to the van, securing them in a car seat in the morning, and for taking them out in the afternoon.
 - When you arrive at a family home, give a small toot of the horn, or text message, to let families know you have arrived.
 - You can wait for five minutes after letting the family know you have arrived. Then leave for the next pick up.

- **Filling the Petrol Tank:**
 - The Preschool vans take Diesel Fuel
 - Use the mobile petrol card in the van console (the pin number is the van licence plate number plus 0)
 - Fill the tank when it has gone below ½ and there are no children in the van.
 - Never stop at the filling station with children in the van.

- **Always maintain the safe ratio:**
 - The current ratio for van transport from preschool is 1 adult.
 - to six children i.e., 1:6
 - This is a non-regulated transport service. Guidelines for safe ratios are at the discretion of the Preschool Leadership Team.

- **Medicine:**

At times a child may need medicine while they are at preschool.

 - For short term medicine e.g., Pamol – please ask parent/caregiver to complete and sign a form (ii) (in a clear folder in the van console) – give this form to the Preschool Lead on arrival at preschool.

- For long term medicine e.g., Asthma medication – please ask parent/caregiver to complete and sign a form (iii) (in a clear folder in the van console) – give this form to the Preschool Lead on arrival at preschool.
- **Pick up or drop off children at an alternate location.**
 Sometimes families may require that their children be dropped off to an address different from their own home. This is possible, but we do require the family to allow this **in writing**. There are two options:
 - if the family require ongoing drop offs to another location (grandparents, auntie etc.) they can fill in a form which will kept be in the office with the child’s enrolment paperwork.
 - If there is an emergency and the family need you to drop off or collect the child from another location only once, we need details in a **text message or email**.
 - **Who** (name of the person who will have the child)
 - **Address** (or if unknown a clear description of the house i.e. blue house to the right of my house)
 - **Contact number for the person**

Reviewed	November 2023
Review partners	Lead Teacher, Staff, Parents
Next review date	November 2026
Signed:	
Preschool Lead	Susan Swolfs