



BUS PROGRAM: 2019 - 2020

Matthews Hall offers daily bus service to students within London city limits to and from school. Following are the procedures, policies and rules of conduct. Please complete the enclosed form and return to the school no later than **June 14, 2019**. Payment arrangements must be provided in order to register. Payments will be processed on August 15, 2019.

PROCEDURES

- Bus schedules/routes are determined by the bus company providing the service.
- Students are expected to be ready in front of their homes (or inside the front door during inclement weather) five minutes prior to their expected time of pickup in the morning
- If students will not require the bus in the morning, parents are required to call the bus company after 6 a.m. This eliminates making unnecessary stops on the way to the school.
- At dismissal in the afternoon, all bus students assemble at the assigned area in rows according to bus routes. Attendance is overseen by the teacher-in-charge. Students board the bus when all students arrive.
- If students do not require bus service in the afternoon, parents must contact the school office as early as possible. The student's teacher and the teacher-in-charge for bus students will be made aware so that the bus is not delayed waiting for a student unnecessarily.
- In the event of bus service cancellation due to extreme weather conditions, all bus families will be emailed by a representative from Matthews Hall. It is also recommended that parents listen to Newstalk 1290 CJBK A.M. for current information or check the bus company website or Matthews Hall website. If the school is still open, it will be the parents' decision about how their children will be transported to and from school. The bus company cannot operate routes in the afternoon on the days the morning service has been canceled.

POLICIES

- All communications regarding any changes to bus arrivals and departures of any student must be between two adults. Student communication of changes will not be accepted.
- All bus students are required to follow the rules of conduct with the expectation of respectful behaviour. Service can be suspended or withdrawn with failure to follow bus rules.
- The availability of bus service is not guaranteed. Bus service can be requested for periods shorter than a full year at the discretion of school administration and the bus company.
- Matthews Hall is not liable for any loss, damage or injury resulting from the Bus Program and is not a guarantor for the carrier.

BUS RULES OF CONDUCT

Students must abide by all of the safety rules:

- Follow all procedures for getting on and off the bus
- Sit in the assigned seat
- Speak quietly and respectfully at all times
- Refrain from eating or drinking on the bus
- Follow the bus driver's instructions at all times

RATES - Please see Payment & Agreement Form

PAYMENT OPTIONS

Payment can be made by Cheque, Direct Debit or Visa/MasterCard. A 3% administration charge will apply to all credit card transactions.

EXTENDED DAY PROGRAM: 2019-2020

Matthews Hall offers daily before and after school supervised care for students who require this service. Following are the procedures and policies for this program. Please complete the enclosed form and return it to the school no later than **June 14, 2019**. Payment arrangements must be provided in order to register. Payments will be processed on August 15, 2019.

HOURS OF OPERATION: 7:30 to 8:55 a.m. and 3:55 to 5:30 p.m. on scheduled regular class days.

PROCEDURES

MORNING EXTENDED DAY PROGRAM: 7:30 - 8:55 a.m.

- Parents may park in front of the school and must accompany their child(ren) to the Extended Day Program.
- Parents must sign in their child(ren)
- Students are dismissed to the playground or to their classes by 8:55 a.m.

AFTERNOON EXTENDED DAY PROGRAM: 3:55 - 5:30 p.m.

- Parents must sign out their child(ren) from the Extended Day Program
- For occasional use of the afternoon Extended Day Program, parents must inform the school by 3:00 p.m. Parents must pay by pre-authorized credit card payment or by pre-authorized debit, prior to using this service.

POLICIES

- Playground supervision commences at 8:40 a.m. Students arriving prior to 8:40 a.m. will be sent to Extended Day and the occasional use fee will be charged.
- Fee for Occasional Use is \$20 per visit, charged per use and billed monthly to a valid credit card or direct debit.
- Students not picked up after school will be sent to Extended Day and families will be billed the occasional use fee. There is no grace period.
- Arrangements for Extended Day must be communicated between adults; student notification is not acceptable.
- Extended Day hours of operation must be followed; all students not picked up by 5:25 p.m. will be prepared for pick up at 5:30 p.m. Late pickups are not allowed and continued practice will result in loss of service. A late charge of \$1.00/min for the first five minutes and \$5.00/min for each following minute will be charged.
- Space is limited and the availability of Extended Day Programming is not guaranteed.

RATES - Please see Payment & Agreement Form

PAYMENT OPTIONS

- Extended Day payments can be made by Cheque (for annual payments only), Direct Debit or Visa/MasterCard. A 3% administration fee will apply to all credit card transactions.
- Parents must submit pre-authorized payment by credit card or attach a void cheque for pre-authorized debit for all Extended Day services.