

Public School Transportation of Children Policy

Some locations utilize a nearby public school's transportation for picking up and dropping off children at their school. If public school buses are utilized for transporting children to your school in the afternoon, the following procedure is required:

- The Director or Assistant Director must take roll call as the students **enter** the school
- The Director or Assistant Director will walk children to the schoolage classroom
- If a child scheduled to be in attendance for the day does not arrive at the school, the Director or Assistant Director must contact that parent **IMMEDIATELY**
- The very first responsibility of the School Age teacher is to take roll call, using the Ratio Sheet, as soon as children arrive into the classroom.