

Section	Procedure Number
Transportation Procedures	RCJTC AP.01.12
Procedure Title	
Day Care Procedure	
Date	Revised
December 20, 2013	November 21, 2016

RCJTC endeavours to service day care facilities at the same level of service as the schools. These day care facilities must abide by the same procedures as the balance of the RCJTC operation.

Day Care Before and After School

Transportation to or from an approved day care (licensed under the Day Nurseries Act) within the school boundary can be arranged under the following rules.

Students must be eligible for transportation from their home address or from an approved day care within the school boundary.

Students must use the day care before and/or after school as their stop consistently (five days per week); that is to say, there are no alternate pick up or drop off locations.

For alternate full day JK/SK programs, there is no transportation to or from any day care facility on the non-school day. Transportation on the non-school day is the responsibility of the parent/guardian.

Transportation to or from an approved day care outside the school boundary may be arranged under the following rules.

Normally, students will not be transported to an out of school boundary day care or a before and after school facility if there is room in the day care before and after school program within the school (if any) or within other facilities within the boundary.

However, there are circumstances where a student cannot attend such a facility or in the event all the in boundary facilities are full, where temporary seats may be provided to out of boundary facilities.

Criteria for establishing when a student may access a temporary seat include the timing of routes, the vehicles routes and the availability of seats on the appropriate vehicle. Temporary seats will only be offered if there is room on the vehicle and the trip to the day care before and after school facility does not result in a requirement to add a vehicle due to timing or other issues.

Parents/Guardians of students requesting these temporary seats must fill out a Temporary Seat Application Form which is signed by the principal of the school.

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The form MUST BE SENT DIRECTLY TO RCJTC – NOT THE TRANSPORTATION OPERATOR.

Related RCJTC Policy

P.01 *Transportation Policy*

Related RCJTC Administrative Procedures

AP.01.08 *Temporary Seat Procedure*

Related RCJTC Forms

F.01.08.1 *Temporary Seat Application Form*

F.01.08.2 *Letter of Authorization/Denial for Temporary Seat*