

# The Garden

Daycare Centre



## Transportation Policy – 2021

### Purpose of the Transportation Policy

The purpose of The Garden Daycare Centre transportation policy is to establish standards for the safe transportation of children and staff. Transportation includes to and from off premises activities such as field trips and educational outings. Off premises activities refer to activities that occur outside of the licensed approved space at The Garden Daycare Centre.

### Ratios During Transportation

- The Garden Daycare Centre will maintain appropriate staff-child ratios in any vehicle used to transport children.
- When children are being transported, the same staff-child ratios required for a childcare programme applies. Ratios for the youngest child in the vehicle must be maintained at all times.

### Safe Vehicles

- All vehicles used to transport children must be in good repair, safe, and free of hazards. Hazards are defined as broken windows, doors, doors which cannot be locked, torn seats which allow padding to be removed and children to injury themselves and or holes in floors or roof.
- Vehicles must be registered, and insured.

### Safety Procedures

- Before a child is transported written permission must be given. Written permission is a signed copy of the Transportation Waiver on the child's file.
- Written permission is valid for up to 12 months. After that time written permission must be given again.
- Children may never be left alone in the vehicle.
- Children must be loaded into the vehicle from curbside or in a safe off-street area, away from flowing traffic;
- A first aid kit will accompany a staff member on every outing.
- Each child and adult must be restrained with a seat belt or appropriate child safety seat when riding in a personal vehicle.
- When, The Garden Daycare Centre uses a mini van service all procedures and safety measures apply. NOTE most van type vehicles do not have seat belts and at this time the child will sit and

be monitored by the adults supervising. This includes but is not limited to taxi services, minivan services, and train services. If, The Garden Daycare Centre uses this mode of transport child safety seats/devices are not required of the child is over the age of 2-years-old.

- Children may not occupy the front seat even with the use of a seat belt or child safety seat.
- Children under the age of 2 will not be taken off the premises and a transportation waiver does not have to be signed until they reach the age of 2 and or move into the 2-year-old group.
- Children 2 years of age will not be permitted to travel in any vehicle which does not have the appropriate safety equipment. This includes but is not limited to, taxi, bus and mini vans.
- Children 2 years of age will need a transportation wavier signed.
- Children 2 years of age will be permitted to travel on the train, this being the only vehicle without child safety device they will be allowed to travel on, provided a valid transportation policy has been signed and is on file.

It is incumbent upon the parent/guardian to read this policy with care and refer back to it when needed. This policy will be reissued each time it has been updated.