YMCA We build strong **PEOPLE** strong **FAMILIES** strong **COMMUNITIES**

YMCA of Sydney

9/5/11

Dear parents of Before and After School Care,

I am writing to inform you of a change to our transportation of children procedure and to ask for you assistance in this matter.

Currently we transport children to and from school in YMCA buses that are driven by YMCA Children's Services staff. While this aspect of our procedure will continue we have noticed an increase in the number of times where we will have the need to transport only one child to certain schools.

Presently in the situation where we have one child being dropped off we have included into our procedure the need to have two staff on the bus. In some of our centres that are shared with other groups such as a school class or a play group we have found that the late pack up in impacting on their program. It is for this reason that we are suggesting that the children travel on the bus with just the driver.

Our staff will be speaking with individual families that may have this situation arise with their children. We are asking that you take the time to consider allowing a single bus driver to take your child to school.

Further to this we have set clear procedures to allow this to happen in the safest possible manner which includes

- Parents to be informed about this procedure if it is applicable to them and written permission is to be given.
- Mobile phones to be taken by bus driver on each trip
- No child to be sitting in the front passenger seat of the bus
- Clear timelines given to the drivers – if they are delayed due to traffic or bus issues they are to contact their direct Manager immediately and alternate arrangements made where necessary.

I [redacted] (parents name), give permission for my child [redacted] that attends [redacted] (centre name) to travel by themself on the YMCA bus to and from school. with John Jacque Erin Steve

Signature: [redacted]

Name: [redacted]

Date: 10/5/11