



## Bus Registration 2023-2024

Please read and fill out this form if you require Calvin Christian School (CCS) bus services. Return the completed form to the school office along with your tuition forms. Priority will be given in this order 1) CCS families 2) CCS families with Hamilton District Christian High School (HDCH) siblings and 3) HDCH only families.

### Fee Structure

The yearly transportation fees are charged at a flat rate; there are no part-time rates. Fees are the same for all families regardless of the route or the frequency of rides (i.e one way or both ways; every day or occasional days).

#### 2023 - 2024 RATES

Junior & Senior Kindergarten Programs		CCS	CCS & HDCH	HDCH Only	HDCH Shuttle	
Half time \$1313	Full time \$2625	\$2350	\$3075	\$3075	\$1313	\$656.50 One Way

If you need to withdraw from transportation services, a refund of transportation fees will be granted on a per semester basis with notification to the school office by way of the vice-principal, less an administration fee. If the family remains at the school, they will not be able to use the transportation service again until the start of the next school year. The following applies to the transportation fee refund:

- Withdrawal prior to last day of the 2022/23 school year and you will receive a full refund.
- Withdrawal prior to November 30th and you will receive 7 months of the fee (70%) less \$100 administration fee.
- Withdrawal prior to February 28th you will receive 4 months of the fee (40%) less \$100 administration fee.
- Withdrawal March 1st or later and there will be no refund.
- No refund will be given if a child is removed from the bus due to discipline issues.

### Routes

The Transportation Committee takes several factors into consideration when designing a route including safe and accessible bus stop locations that allow for time efficient service. Route formation is based on the number of students registered by the registration deadline. Due to the geographical size of the CCS catchment area, routes will be organized to maximize efficiency. (Criteria considered, but are not limited to, include fuel, driver's time, area of service.) Routes are assessed annually, finalized during the summer, and distributed to families in August. CCS has experienced struggles in hiring drivers to service all the routes. Although we are actively seeking drivers to fill in the vacancies, we are unable to guarantee anything at this time. Your registration for service will allow us to determine our full needs for the next school year.

### HDCH Students

HDCH students must make alternate arrangements on the days that CCS is closed - PA days, weather, etc. Please refer to the school website for a complete list of non-operating days. The shuttle bus aims to leave CCS by 8:40 to be at HDCH prior to the start of their school day (assuming all traffic conditions are operating normally).

### Code of Conduct

CCS strives to offer every student riding the bus a safe and welcoming environment. In order to achieve this, all must work together. Please review with your child(ren) the complete [Transportation - Code of Conduct and Discipline Policy \(#558.3\)](#) (CCS website and click on "About Us", "Transportation", "Transportation Policy"). All riders are expected to behave responsibly and respectfully while waiting for, or traveling on the bus - riding the school bus is a privilege that can be withdrawn if expectations are not followed. Cameras have been placed on the buses for security and safety.

### Important Reminders:

- Be at the stop 5 minutes before the designated bus pick up time. Buses will not wait for riders who are late. - If crossing the road, wait for the driver's signal, check traffic and follow the instructions of the driver. - Take your assigned seat promptly and remain in your seat until you arrive at your destination. - Respect the bus driver and bus patrollers. Do not speak to the driver while the bus is in motion. - Do not be in possession of illegal substances, smoking or vaping paraphernalia, or light matches on the bus. - Backpacks are to be within reach and aisles are to be clear. Larger items require approval from the driver. - Seek permission to have a guest on the bus one day in advance from the vice-principal or the bus driver. - Do not eat/drink on the school bus unless authorized by the driver.
- Personal electronic devices (tablets, phones, etc.) are allowed on the bus. However, there is to be no audible volume for others to hear and devices are not to be shared or displayed to fellow riders.

## Discipline Policy

The school is committed to a restorative practice approach to discipline. Non-compliance of the school bus policy will be reported to the school administration, and the following actions will be implemented:

### First Occurrence:

An incident report is written by the bus driver and given to the principal or designate. A discussion with the student(s) and vice principal will take place with a focus on restoring the relationship between those involved. Parents may be notified.

### Second Occurrence:

If repeated misbehaviour continues, then a restorative circle approach will take place with all involved- the principal or designate, student(s) and the bus driver. Parents will be notified.

### Additional Occurrences:

If the negative behaviour continues or seriously compromises the safety of the bus and/or passengers, a conference including the principal or designate, parents, and student(s) will be called. Although a desire to seek reconciliation will be the main focus, further consequences may be invoked as required.

Note: The school administration reserves the right to implement immediate suspension of riding privileges should student behaviour warrant it.

**Please acknowledge your understanding and agreement by signing and returning the form to the office.** I have read and discussed the *Transportation - Code of Conduct and Discipline Policy (#558.3)* for riding the CCS bus. My child(ren) and I are in agreement with its expectations and we understand the consequences of non-compliance.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The information below is used in the development of bus schedules that are given prior to the start of the school year:

Name of Student	GRADE LEVEL for 2023/2024 List under the school they will be attending		
	West 5th Campus Grade	Unity Campus Grade	HDCH

Parents' Name(s): \_\_\_\_\_

Home Address: \_\_\_\_\_

<u>Contacts' Name</u>	<u>Relationship</u>	<u>Contact #</u>
# 1 _____	_____	_____
# 2 _____	_____	_____
# 3 _____	_____	_____

Primary Email Address: \_\_\_\_\_

\* **Contact #1 is the primary contact. Notifications for daytime bus cancellation will go to this number, a cell phone is strongly preferred for this contact.**

\* Only 2 contact numbers are required, more is optional. \* Please indicate if any of the contact number are NOT a cell phone # - home/landline, work, etc.