

Little Log Cabin Child Care and Learning Center

Procedures for Before School Students Catching York County School Bus

1. Staff will get bus riding log, radio and check communication book for any notes about students being out for that day and record it in the log.
2. When getting the bus riders in the classroom, mark a / as they line up by their name on the Log. Staff will remind them to get their book bags, lunches and jackets during colder weather. Staff will get a head count from the line and check that the number marked in the Log are the same.
3. Staff will take them out to the Gazebo in front of the building to wait for the bus.
4. Staff will then make another head count and roll call when at the Gazebo and make the / an X by each student counted.
5. When bus arrives, one staff will lead the students to the bus stairs and help monitor as they board the bus. The other staff remains in the back of the line making sure all students are lined up to board the bus and observes as each student boards the bus.
6. When returning into the building, staff will let the administrator on duty know of any behavior incidents occurring in the morning routine and return the Bus Riding Log to the shelf over the file cabinet.
7. A student buddy system for the bus riding group will be implemented by the monitoring staff.

Procedures for After School Students Catching York County School Bus

1. Staff will get bus riding log, radio and check communication book for any notes about students being out for that day.
2. Staff will wait at the Gazebo for the bus to arrive. Staff member will walk out to the bus door and assist students getting off. Other staff waits at the walkway and directs students into the gazebo.
3. Staff members count, take roll and put an X by each student's name on the Log book.
4. If parents arrive at the gazebo to pick up their child, staff will make sure they have checked them out inside the school. If the family member is not recognized, he/she will be asked to come inside to present ID to administration before the student is released.
5. If the student leaves with parent outside, staff will mark PPU (Parent Pick Up) by the student's name.
6. Staff and students will go into the school through the front door, where appointed staff checks head count with log.
7. Staff leads students through the school and supervised that they hang their book bags at the school age cubby area and proceed to the Kindergarten classroom.
8. Staff member marks their students in the After School list with an X by their name. The Kindergarten list will be outside with the Kindergarten teacher on the playground and the appointed staff member will position themselves close to the K's doors that the transfer of the Kindergarten students will be made after they have eaten their snack.
9. 1st Grade – Middle School Students will also eat snack and break into homework groups or Backfield/Gym areas depending on the weather.

A student Buddy system for the returning bus riding group will be implemented by the monitoring staff. Admin staff should be alerted of any behavior concerns or incidents.

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Additional procedures for Transporting Before School Students

Before Leaving LLC:

1. Staff will get Van Riding Log, & Cell Phone, and check communication book for any notes about students being out for that day and record in Van Riding Log.
2. Staff will always walk around van and check for flat tires, start engine and check gas gauge to assure van is ready to go.
3. When staff goes to get van riders in the classroom, staff will **mark a / as they line up**. Remind them to get their book bag, lunches and jackets. Then staff will get a head count from the line and check that the number marked in the log are the same.
4. Staff will take them out to the van and **make sure all are secured and seat belted in the harnesses and boosters**.
5. Staff will make another head count and roll call when all are in van **and make the / an X by each student accounted for**.
6. Van Driver will proceed to the schools and follow each school's drop off procedures.
7. Van Driver will count as all students get off van and go into their school.
8. Van Driver will pull over after dropping off and physically go through van checking each seat and make sure that no student has fallen asleep or is hiding. The driver will also check for any book bags or lunches left on the van. If they have been left, they will be taken to the school office.
9. Van Driver will return to LLC and place the Van Log on the shelf and return cell phone to front desk.
10. Staff will let administration know of any behavior incidents on the van or any maintenance concerns.
11. A student buddy system and student van patrol leader plan will be implemented by the van driver and reviewed each week.

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Additional Procedures for Transporting After-School students

Before leaving LLC school, staff will check the Communication Book for any notes about students not being picked up that day. Staff will take a LLC cell phone on each van. Staff will always walk around their van and check for flat tires and check gas gauge.

When students board the LLC van at the public schools, a / is placed in a box by the student's name. After picking up all students, **a total head count** is taken and **written on the Van Log**. If any student is expected and does not come out, staff then checks with public school to see if they were picked up early. If no staff knows why the student is not getting on the van, call immediately to alert LLC staff so they can further check.

If a parent comes to pick up a van rider before you leave the public school, it is best to check ID and call LLC before you release them to the parent or guardian. This is important in case of full custody court orders are in place and approval is needed for the other parent or guardian to pick up.

Van driver will **beep horn** when returning to LLC when pulling into the parking lot.

An assistant from LLC will come out to assist with bringing students into school. They will then get on the van and physically check throughout that all students are off the van and initial the van riding form that this check has been done.

When LLC students arrive at LLC and get off the van, a head count is made and a roll call. Drivers/Teachers make the / into an X when student's name is called when lined up outside the van.

Drivers/Teachers lead students into school through the front door and check in with the on duty administrator. The administrator counts and verifies the Van Log count with a head count.

Drivers/Teachers lead students through the school and supervise that they hang their book bags at the school age cubby area, and proceed to the Kindergarten classroom.

1. Staff will do a head count making sure they have all students they had when leaving the van.
2. For 1st – Middle school students, put an X by their name into the **Parent Pick Up List** for after school students. They will have a snack, then divide into a homework/outside play group.
3. After-school Kindergarten students will have their own list and after they eat snack, they will join the LLC Kindergarten students on the playground leaving the room as a group (Van Riders) with the list to be given to the Appointed K's Afternoon Staff member. The Yorktown Bus Kindergarten students will join later. **The appointed staff will position themselves close to the Kindergarten Classroom door on the playground by approximately 4:25** so that the transfer of students can be made easily.

A student buddy system and a student can patrol leader plan will be implemented by the van driver and reviewed each week.