



Number: WJG 10.0
Date: Jan 24, 2011
Supersedes: Na

GENERAL MANUAL POLICY

APPROVED BY:

K. J. Pickard
Executive Director

CATEGORY: W.J. Griffis Children's Centre

TOPIC: Transportation Policy

Page 1 of 2

POLICY

The staff of the W. J. Griffis Children's Centre and the W.J. Griffis Children's Centre School-age Program will not be permitted to transport children in their personal vehicles.

Initial: KJP.

GENERAL MANUAL PROCEDURE

TOPIC: Transportation Policy

Page 2 of 2

PROCEDURE:

1. In the case of an emergency, the W.J.Griffis Children's Centre (Centre) staff will accompany an injured child, by ambulance, if the parent is unable to go with the child. The Centre will pay for the cost of the return transportation for the staff person.
2. If a child misses their school bus from the W. J. Griffis Children's Centre, the parents will be immediately contacted by a staff person. If the parent is unable to transport the child to school and there is a Centre staff person available and the child's school is within walking distance, the staff person may escort the child to school with permission from the parents or guardian. Should the parent or designate be unable to take the child, then the child will remain at the W.J. Griffis Children's Centre. Applicable fees will be discussed with the parent or guardian.