



Mori Lisa

International Kindergarten

School Bus Service 校巴服務

August 2015-July 2016(2015年8月至2016年7月)

Parent's name 家長姓名:

(Mother/Father) Please circle

(母親/父親)請圈出選擇

Student's Name 學生姓名: (First 名字, Last Name 姓)	Gender 性別: <input type="checkbox"/> M 男 <input type="checkbox"/> F 女	Date of birth: 出生日期: _/_/____ DD 日 MM 月 YY 年	Class 班別: <input type="checkbox"/> Playgroup <input type="checkbox"/> K.2 <input type="checkbox"/> P.N. <input type="checkbox"/> K.3 <input type="checkbox"/> K.1
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Please refer to the bus route and fare table for your closest pick-up/drop-off location and fare.

上落位置及票價,請參閱校巴路線及車費表。

MY child will require 孩子需要: <input type="checkbox"/> One-way travel-Pick up 往程 <input type="checkbox"/> One way travel-Drop off 回程 <input type="checkbox"/> Two-way travel 往返	Pick up location 往程地點:	Drop off location 回程地點:
	Fare 車費	
	Deposit 按金	\$500
	Total 合計	

Is there anything we should know about your child (eg existing health condition, allergies, etc)?

孩子有沒有任何狀況需要我們多加注意(如現時健康狀況或敏感等)?

I have read the bus policy overleaf and agree to its terms and conditions.

我已閱讀校巴政策，並同意條款及細則。

Signature of parent or legal guardian

家長或監護人簽署

Applications cannot be accepted without signature

所有申請表格必須簽署後才生效

Bus Routes and Fares

Route A1(Mornings only)-Total 6 stops

Monthly bus fare					
	Pick up	Drop off	Location	Two-way	One way
1	08:15	12:40	健康東街 23 號(中原大廈)	\$1200	\$800
2	08:20	12:33	基利路巴士站	\$1100	\$740
3	08:30	12:25	杏花邨太興	\$780	\$520
4	08:35	12:20	藍灣半島 - 校車上/落處	\$780	\$520
5	08:38	12:12	樂軒臺 (巴士站)	\$600	\$400
6	08:40	12:10	新翠花園 (渣打銀行)	\$580	\$390

Route B1(Afternoon only)-Total 5 stops

Monthly bus fare					
	Pick up	Drop off	Location	Two-way	One way
1	12:25	16:35	渣華道(北角地鐵站 A1 出口對面)	\$1200	\$800
2	12:30	16:30	英皇道萬利廣場巴士站	\$1100	\$740
3	12:35	16:25	南康街 17 號	\$1000	\$670
4	12:45	16:15	藍灣半島 - 校車上/落處	\$780	\$520
5	12:47	16:17	小西灣村巴士總站	\$780	\$520

*If you'd like to get the school bus from other places, please call the school directly.

*學生如需在其他地點上落，可直接致電幼稚園查詢。

Bus policy

Mori Lisa International Kindergarten bus service is operated in conjunction with Kwoon Chung Motors Company Limited. In order to maintain and ensure a professional transport service to and from school, we ask that you read and confirm the following with your signature on the school bus service application form.

ENROLMENT

- To reserve a seat for your child on the school bus, please ensure the school bus service application form is fully completed, signed, and returned together with the first payment for the fare.
- Applications will be received on a first come, first served basis
- Priority booking will be given to unaccompanied children from Pre-Nursery classes or above, and siblings
- Playgroup children enrolled in our morning classes from 8:45am or 10:45am are welcome to join in the school bus service for one way from home to school

PAYMENT OF FARES

- Bus fares are charged on a monthly basis (12 installments in one academic year)
- Bus fares cannot be charged pro rata due to student's absence through sickness: or if a month is shortened or a vacation extended due to school holidays/public holidays: or if a student is released home early on particular occasions
- No refund or deductions of fares will be made if the school, by order of the Health Department of any government decision, is required to suspend its classes
- The bus fare is non-refundable and non-transferable under any circumstances after payment
- Full payment must be received for the month's bus fare before the child's place is confirmed for the service. For student who enroll partway through the month, parents may pay by pro rata for the remaining dates
- Bus fares for preschool children will be charged by Direct Debit from the second month onwards of student's enrolment
- Playgroup children must be accompanied by a caregiver who will need to purchase a seat also
- We charge a \$50 administration fee for each change you make to days within a month or before your child's first date of school. Changes are subject to availability for request day
- Fares must be paid in full before student may take the school bus. We reserve the right to refuse entry to students if fares have not been paid on or before the first day of each month
- Parents and/or caregivers are not permitted to ride on buses unless extra seats have been paid for and reserved before the journey and provided there is availability on the bus
- Should the pick-up and drop off locations differ, the fare shall be the total of the two one-way fares

DEPOSIT

- We require a refundable deposit of \$500 per student per route in order to reserve the space for the following month
- Your deposit will be returned, provided you give no less than one month's written notice before your child's last day at school
- For deposit unclaimed within 12 months after the child's last day of school, the deposit shall be forfeited and retained by Kwoon Chung Motors Company, Limited

REFUNDS

- We regret that we cannot, under any circumstances, give refund for bus fares already paid for

WAITLIST

- When your requested route is full we will waitlist your child for the same route with priority given to preschool children. We require a deposit of \$500 per student per route in order to waitlist your child. The cheque will not be deposit until confirmation of enrolment

ATTENDANCE

- If your child cannot board the bus for any reasons, please contact the bus manager directly by phone in advance of the scheduled pick-up time. Direct contact numbers of the bus escort and bus manger will be provided. The driver must never be contacted directly
- A child with an infectious disease or with any symptoms of one, such as cough, runny nose, fever, of rash, should rest at home and not be sent to school

PUBLIC HOLIDAYS/ SCHOOL HOLIDAYS

- No school buses will operate running during school holidays/ public holidays

SAFETY

- Each bus will be driven by a qualified and experienced driver, and accompanied by an experienced bus escort
- Children must be seated at all times whilst the bus moving
- Dangerous and sharp objects cannot be carried on the bus, Stationery, pencil, toys, etc, should be kept in child's school bag
- Shouting, fighting, impolite language, drinking, and eating are not permitted in our buses at any time. Children must obey the driver and bus escort at all times. Impolite behavior will be tolerated as it can affect bus harmony and safety. The driver will report all matters of misconduct to the School Principal who will take action accordingly. Parents will be notified and continued misconduct may result in the suspension of bus riding privileges.
- Seats are assigned by the bus escort and no seats may be saved for classmates travelling on the bus. Children must sit where the bus escort instructs them to sit.
- Seat belts must be worn correctly at all times on the bus
- Food and drink is not allowed on the school bus under any circumstances

SCHOOL'S RESPONSIBILITIES

- For all administrative matters related to school bus services, e.g. application, payment, general enquiries, parents should contact the school directly
- Any changes of pick-up/drop-off areas and residence change during the middle of a term may result in the suspension of bus services. All such arrangements must be made with school directly

SCHOOL BUS COMPANY'S RESPONSIBILITIES

- For all on-bus matters, e.g. absence of child from school, questions regarding delays, etc, parents should contact the bus manager whose direct contact number will be provided. The driver must never be contacted directly
- Buses will carry the following at all times:
 - a) First aid kit
 - b) List of children's names. Including addresses and telephone numbers
 - c) Direct contact details of the school and bus company personnel
- Children will be picked up and dropped off at the designated location as advised in advance to the parents

PICK UP/DROP OFF

- Pick-up and drop-off times may change with the addition of new students to buses. Parents will be notified of the changes
- We strongly advise parents to ensure their children arrive at pick-up locations at least five minutes early. To avoid delays to other students along the routes, the school bus will normally wait for a maximum of two minutes after the official time at each collection point. If students fail to show up on time, the bus may leave without further notice. Neither the bus company nor the school will bear any responsibility for the student's absence or their transportation to school
- Parents are required to ensure an authorized adult over the age of 18 meets the bus at the drop-off location. We strongly advise guardians to ensure they arrive at drop-off locations at least five minutes early. The driver will wait for a maximum of three minutes at each location. Should the child not be collected, the driver will continue to the next location and the bus escort will make every effort to contact the parent to make other arrangements for pick-up children on the bus, uncollected children will be returned to the school at the end of the journey
- Guardians should show their child's student card to the bus escort when collecting their children. An administration charge of \$20 will be charged for replacement of a student card. The bus company and/or school reserve the right to refuse the handover of children to persons not showing the correct student card, and for such circumstances, the child will remain on the bus and be returned to school at the end of the journey, where the parent will be contacted
- If a bus fails to arrive within 10 minutes of the scheduled pick-up time, for reasons other than rain or irregular traffic conditions, parents will receive a telephone call from the school and/or bus advising as to the reasons for delay and, if necessary, providing other options for transportation
- If a child and/or guardian are consistently late for drop-off or pick-up, parents will be asked by the school to make alternative arrangements for transportation

WITHDRAWAL

- We will assume that your child will continue using the bus service from month to month unless you notify us otherwise in writing
- One full calendar month's written notice of cancellation is required for discontinuation of bus service, or fares will be charged as usual. Where one full calendar months' notice is given, your deposit will be refunded and any remaining pre-paid tuition fees will be credited to your account for your future use

DISCLAIMER

- All persons using the school bus service do at their own risk and the school is not responsible for any loss, damage, or injury to student as a result of using the service
- These terms and conditions are subject to change at any time without prior written notice from Mori Lisa International Kindergarten
- Mori Lisa International Kindergarten and Kwoon Chung Motors Company, Limited reserve the right to make changes to this Bus Policy at their absolute discretion with due notice to parents