



2026 Gundagai Preschool Arrival and Departure Authorisation form: Including School Bus Travel.

This form is to be completed by parents/guardians, or a child's nominee, authorising Gundagai Preschool Kindergarten staff/educators to sign children in and out of the service and, for children traveling on the school bus, take my/the child outside of the preschool premises for the purpose of walking my/the child from and to the school buses on arrival and departure at Gundagai Preschool Kindergarten. It authorises educators to walk the child outside the preschool gate to and from the curb side of First Av, for the purpose of assisting children to embark and disembark the school bus and to sign the child in and out of preschool on arrival and departure.

Child's Normal Arrival and Departure Routine

Please indicate on the form attached, your/the child's usual method of arrival and departure ("**normal**" routine). This information helps educators plan for safe transitions and maintain accurate attendance records in line with Education and Care Services National Regulations.

If there are any changes to this routine:

- Families must notify educators **directly** (face-to-face or by phone).
- **Email or Storypark notifications are not accepted.**
- Educators will record any variations on the Arrival and Departure Sheet.

☐ I authorise the staff/educators at Gundagai Preschool kindergarten to sign my child in and out of the service on arrival and at departure.

☐ I authorise the bus company/s as listed in this form (if applicable) , to accept responsibility of my/the child while traveling to and from preschool.

☐ I understand that the school bus service is offered by local bus companies as a community service. I understand it is **not a right, it is a privilege**, and any concerns regarding the service must be raised directly with the bus company, not with Gundagai Preschool.

☐ I can confirm that I have contacted the bus company directly (not the individual bus driver/s) and have gained permission for my/the child to travel with the bus company before my/the child begins using the bus service

☐ I understand Gundagai Preschool Kindergarten Staff/Educators do not enter school buses. Gundagai Preschool Educators/Staff walk children to the bus stop and accompany them to the bus door. Once my/the child enters the bus they are in the care of the bus company. Gundagai Preschool Kindergarten Inc staff/educators hold no responsibility for my/the child's safety and wellbeing during bus travel to and from preschool.

☐ I understand the safety of my/the child while traveling on the school bus must be prearranged with the bus company. This includes any specific care arrangements such as medical needs, medication requirements, special care needs, child safety requirements, and emergency situation management.

☐ I understand it is my responsibility to ensure there is a responsible adult at the bus stop to assist my/the child with embarking and disembarking.



- ☐ I will ensure preschool staff/educators are aware of my/the child's arrival and departure procedure each day. Staff will follow the child's "normal" arrival and departure routine, unless direct face-to-face or phone conversation is received, confirming changes to the child's 'normal' routine. A message or email is **not** acceptable, as these methods of communication are not always monitored and may be unreliable.

Parent/Guardian/Nominee acknowledgment:

- ☐ I acknowledge that I have read and understand the Arrival and Departure Procedures and Bus travel Procedures, as required under the Education and Care Services National Regulations. By completing and signing this form, I confirm that the information provided accurately reflects my/the child's normal arrival and departure routine, and I agree to adhere to the procedures outlined, including notifying educators, via phone or direct face-to-face communication, of any variations in accordance with regulatory requirements.

Bus Travel Authorisation:

- ☐ I authorise staff/educators at Gundagai Preschool Kindergarten Inc. to take _____ (child) outside of the Gundagai Preschool Kindergarten premises for the purpose of assisting my child to embark and disembark the school bus on arriving and departing preschool:

Name:

Signature:

Date:



Child Name:		
Preschool Day 1:	☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday	
Normal Arrival Procedure	☐ Dropped off from Preschool by Parent/Guardian ☐ Arrival by Bus (please complete below)	
Arrival - Bus from home to Preschool:		
☐ Edwards Town (Makeham's Buses) ☐ Burra (Flanagan's Buses) ☐ Tarcutta (Eccleston's Buses) ☐ Tumblong (Eccleston's Buses) ☐ Gobarralong (Flanagan's Buses) ☐ Cooaninee (Flanagan's Buses) ☐ Bongongo (Eccleston's Buses) ☐ Jackalass (Makeham's Buses) ☐ Nangus (Makeham's Buses)		
Morning Bus Stop Address:		
Normal Departure Procedure	☐ Picked up from Preschool by Parent/Guardian ☐ Depart by Bus (please complete below)	
Departure - Bus from home to Preschool:		
☐ Edwards Town (Makeham's Buses) ☐ Burra (Flanagan's Buses) ☐ Tarcutta (Eccleston's Buses) ☐ Tumblong (Eccleston's Buses) ☐ Gobarralong (Flanagan's Buses) ☐ Cooaninee (Flanagan's Buses) ☐ Bongongo (Eccleston's Buses) ☐ Jackalass (Makeham's Buses) ☐ Nangus (Makeham's Buses)		
Afternoon Bus Stop Address:		
Notes:		



Preschool Day 2 :	☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday	
Normal Arrival Procedure	☐ Dropped off from Preschool by Parent/Guardian ☐ Arrival by Bus (please complete below)	
Arrival - Bus from home to Preschool:		
☐ Edwards Town (Makeham's Buses) ☐ Burra (Flanagan's Buses) ☐ Tarcutta (Eccleston's Buses) ☐ Tumblong (Eccleston's Buses) ☐ Gobarralong (Flanagan's Buses) ☐ Cooaninee (Flanagan's Buses) ☐ Bongongo (Eccleston's Buses) ☐ Jackalass (Makeham's Buses) ☐ Nangus (Makeham's Buses)		
Morning Bus Stop Address:		
Normal Departure Procedure	☐ Picked up from Preschool by Parent/Guardian ☐ Depart by Bus (please complete below)	
Departure - Bus from home to Preschool:		
☐ Edwards Town (Makeham's Buses) ☐ Burra (Flanagan's Buses) ☐ Tarcutta (Eccleston's Buses) ☐ Tumblong (Eccleston's Buses) ☐ Gobarralong (Flanagan's Buses) ☐ Cooaninee (Flanagan's Buses) ☐ Bongongo (Eccleston's Buses) ☐ Jackalass (Makeham's Buses) ☐ Nangus (Makeham's Buses)		
Afternoon Bus Stop Address:		
Notes:		
BUS COMPANY CONTACT DETAILS:		
MAKEHAM'S BUSES	Annette Makeham	Depot – 1800 642 420
ECCLESTONS'S BUSES	Mick Eccleston	0411168217
FLANAGAN'S BUSES	Jason Flanagan	0438442017