

MALVERN COLLEGE PRE-SCHOOL (2020/21)

BUS FEELIST

Possible service areas and bus fees are listed in the table below:

KOWLOON	Fee/Month	Est. Time
Kowloon Tong - <i>Kowloon Tong MTR Station</i>	\$2,000	30+ mins
Ho Man Tin - <i>Homantin Hill, Perth Street, Celestial Heights</i>	\$1,700	25+ mins
Hung Hom - <i>Laguna Verde, Whampoa Garden, Harbour Place</i>	\$1,600	25+ mins
T.S.T. Kowloon Station - <i>The Arch, The Cullinan, The Harbourside, The Waterfront, Sorrento</i>	\$1,350	20+ mins
Olympic Station - <i>Island Harbourview, One Silver Sea, Park Avenue, The Hermitage</i>	\$1,350	15+ mins

1. The final column shows the estimated time for each journey. This is a preliminary guide and not the exact journey time.
2. The bus service will be provided depending on bus applications (minimum of 10 applicants for each major area is required.)
3. All bus routes are timed to be suitable for a Pre-School schedule. Bus route will be finalised one week before the end of August.
4. Single Trip is allowed and charged at **80% of the round-trip** bus fee.
5. All school buses are under full insurance coverage as mandated by the Hong Kong Transport Department.
6. Bus Escorts (or Bus Mothers) will be provided on all school buses.
7. For Safety purpose, all school buses are equipped with seat belts.

For enquiry please contact: **Joe Wong at 6128 6084**
 Email: mcps@schoolbusservice.net

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Please fill out the form below and send back by email to mcps@schoolbusservice.net to sign up for the school bus service. Parents will receive a confirmation email within a week. We shall provide details regarding payment and bus routes to parents who have signed up the bus service by the end of June.

SCHOOL BUS SERVICE SIGN UP FORM

Pupil's Family Name: _____ First Name: _____

Name Prefer on Bus Pass: _____ Class: _____ (AM / PM / AM+PM)

Residential Address: _____

Parent's Name: (Father) _____ (Mother) _____

Email Address: (Father) _____ (Mother) _____

Phone: (Father's Mobile) _____ (Mother's Mobile) _____

(Home) _____ (Nanny or Helper contact) _____

(SMS or Whatsapp for emergency notice) _____

****Please read all terms and policies on Page 2. By signing below, you have acknowledged and accepted all terms.**

Parent Signature: _____ Date: _____

School Bus Policy

Bus Fee Policy:

- Bus service will be charged on a **10 Months** basis for all students.
- Bus fees are calculated annually and evenly divided into 10 payments. There will be **NO REFUND** on holidays or absence of school, or any school suspension instructed by MALVERN COLLEGE PRE-SCHOOL, EDB or HKSAR.
- All school holidays are considered when costing, we do not allow service usage for selective month(s).
- Single trip service is allowed and based on **80% of round-trip** bus fee.
- We do not accept pro-rata payment. Full month bus fee must be charged, even if the service is only used for one day within a month (10 payments).
- Parents must pay one month (Sept) bus fees for seat reservation.
- Reservation fees would be fully deductible from September 2020.
- Installment Payment - must make before the listed due dates as follow:
 - 1st Installment (Oct - Dec), pay before **20th Sept 2020**
 - 2nd Installment (Jan - Mar), pay before **20th Dec 2020**
 - 3rd Installment (Apr - Jun), pay before **20th March 2021**
- Payment must be made by CHEQUE, which is payable to **MJ Travel Services Limited**.
- Payment also can be made by one cheque for whole year (10 months).
- Pupil(s) name(s) and bus number must be written on the back of each payment cheque(s).

Refund Policy:

- Reservation fee is fully refundable for written notice receive on or before 24th August 2020.
- All applicants are committed to 10 months service from September 2020 to June 2021.
- Refund is allowed for students who withdraw from school or bus service cancellation for entire academic year.
- We do not allow student to use our service only for selective month(s). No refund for usage of selective month(s).
- If pupils must rejoin after cancellation service during the year, we are entitled to charge bus fee for unpaid month(s).
- For cancellation, parents must provide written notice **ONE MONTH IN ADVANCE**. Bus fee will be charged up to the month of notification, refunds on monthly pro-rata basis only.
 - **Example:** For parents request refund of December, a written notice must be given on or before 31st October. If cancellation request made on November 8th, we must charge up to the whole month of December.
- There will be **NO REFUND** on holidays or absence of school, or any school suspension instructed by MALVERN COLLEGE PRE-SCHOOL, EDB or HKSAR.

Bus Policy:

- School bus service is provided for trips to and from school before and after official school hours accordingly.
- School bus service may not be a 'door to door' service. Yet, safe and convenient stops would be assigned to parents.
- Parents and helpers are requested to wait at the bus stops **FIVE MINTUES** before scheduled pickup and return time. **SCHOOL BUS WILL NOT WAIT FOR LATE ARRIVAL STUDENT(S)**. Bus mother is not allowed to make phone call to parents if students are late to bus stop. Parents have full responsibility for late students cannot make to the school bus.
- Bus schedules are tentative and subject to change accordingly. Bus routes will be cancelled if applications are insufficient.
- Students are **NOT** permitted to **SWAP** buses, unless for special circumstances, only subject to seat availability and prior approval from School Bus Company.

Pupils Behaviour Policy:

- Pupils are expected to behave in a responsible manner on the buses:
- **No shouting loudly; No use of offensive or bad language; No fighting; No throwing of objects on the bus or out of window; No eating or drinking**
- Each pupil is only allowed to occupy one seat. No reservation of seat is allowed.
- Pupils should be seated and seatbelts fastened at all times.
- Pupils must always follow safety instruction by Bus mother onboard.
- On the 1st and 2nd offences, bus mother will advise to bus supervisor. Parents and school will be notified in writing. The 3rd offence will result in a suspension of bus service for 3 days. Repeated offence will result in a suspension of bus service until end of the term.
- **NO REFUND** will be given for suspension period. Parents are liable for any damage to school bus caused by pupil.

Non-School bus Riders Policy:

- Due to seating capacity, school bus service is restricted to school bus students only. Under special circumstances, parents and helpers are allowed on board by paying **HK\$60.00 per single journey**, subject to seat availability. One-day advance notice to Bus Company is required.
- This service is not for permanent usage and School Bus Company reserves the rights to refuse any non-school bus riders using this service.