

MALVERN COLLEGE PRE-SCHOOL 2022/23 (The Coronation)

BUS FEE LIST

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

KOWLOON	Fee/Month	Est. Time
Wong Tai Sin - <i>Lionsrise</i> Kai Tak - <i>Victoria Skye</i>	\$2,600	65+ mins
Kowloon Tong - <i>Kowloon Tong MTR, Beacon Hill, Broadcast Road</i>	\$2,200	45+ mins
Ho Man Tin - <i>Homantin Hill, Perth Street, Celestial Heights</i>	\$2,000	35+ mins
Hung Hom - <i>Laguna Verde, Whampoa Garden, Harbour Place</i>	\$1,900	30+ mins
T.S.T. Kowloon Station - <i>The Arch, The Cullinan, The Harbourside, The Waterfront, Sorrento</i>	\$1,600	20+ mins
Olympic Station - <i>Island Harbourview, One Silver Sea, Park Avenue, The Hermitage</i>	\$1,600	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 service is charged at 80% of round-trip bus fee.
5. All school buses are under full insurance coverage as mandated by the Hong Kong Transport Department.
6. Every school bus is supervised by one Bus Escort (or so-called Bus Mother), mainly for safety issues.
7. For Safety purpose, all school buses are equipped with seat belts.

For enquiry:

Phone - 6128 6084 (Joe Wong)

Email - mcps@schoolbusservice.net

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. **ABSOLUTELY 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 2022.
- Installment Payment – must make before the listed due dates as follow:
 - 1st Installment (Oct – Dec), pay before **20th Sept 2022**
 - 2nd Installment (Jan – Mar), pay before **20th Dec 2022**
 - 3rd Installment (Apr – Jun), pay before **20th March 2023**
- 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 19th August 2022.
- All applicants are committed to 10 months service from September 2022 to June 2023.
- 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.
- **ABSOLUTELY 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, safety 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.