

**Peak School – Application form for school bus service (2018-19)**

**Please submit the application before 15th June 2018. We advise you to submit your application together with the reservation payment\* as early as possible to prevent disappointment. BUS FEE is not refundable after term started.**

Name of the child/children	Class 2018-19	Existing bus user
1.		Yes / No
2.		Yes / No
3.		Yes / No
Requested Pick up and drop off location:		
Please indicate if you are planning to change your address (giving the poss. date, new address or area, if possible):		
<i>Bus routes are set based on the demand from bus users in 2018-19. PTA will notify parents of specific bus pick-up and drop-off points and schedules one week prior to the start of the school year. If you have any questions please email <a href="mailto:pta@peakschool.net">pta@peakschool.net</a></i>		
<b>Contact Information &amp; Permission:</b>		
Permission to walk home and acceptance of responsibility (please tick where appropriate):		
<input type="checkbox"/> <b>YES</b> - I confirm that my child/children, is/are permitted to walk home alone after leaving the Peak School bus at the designated drop-off point as shown on the bus timetable.		
<input type="checkbox"/> <b>NO</b> #Parents/helpers are requested to be at the bus stop at least five minutes before pick-up and drop-off times. I confirm that my child/children, is/are NOT permitted to walk home unless accompanied by one of the following person (who may be her/his sibling):		
Name: _____	Relationship: _____	Mobil no: _____
Name: _____	Relationship: _____	Mobil no: _____
Name: _____	Relationship: _____	Mobil no: _____
<input type="checkbox"/> I accept that the Peak School PTA Ltd and the Peak School are in no way responsible for my child/children, after he/she/they has/have left the school bus.		
Name of parent: _____ (block letters)	Signature of parent: _____ Date: _____	

(\* ) To reserve a seat for the following school year, parent must pay the reservation fee. Once the reservation fee is transferred, it is non-refundable. The reservation fee is deductible from the term 1 bus fees.

**PAYMENT DETAILS:**

All Cheques must be crossed and payable to: "Peak School PTA Ltd"; (Student Name(s) are to be specified clearly on reverse side of Cheque)

 **Option 1 – Full year payment**

Zone A \$ 16,800.00 – immediate, latest 15<sup>th</sup> June 2018.

Zone B \$ 18,300.00 – immediate latest 15<sup>th</sup> June 2018

 **Option 2 – Termly payment \*\***

Reservation fee per child - \$4,000.00 - immediate (both zone A & B), latest 15<sup>th</sup> June 2018.

Term 1 - \$3,200.00 (zone A)\* / \$3,800.00 (zone B)\* – post-date cheque: 1<sup>st</sup> Aug 2018

Term 2 - \$4,800.00 (zone A) / \$5,250.00 (zone B) – post-date cheque: 1<sup>st</sup> Dec 2018

Term 3 - \$4,800.00 (zone A) / \$5,250.00 (zone B) – post-date cheque: 1<sup>st</sup> Mar 2019

Payment option:	Amount:	No of child (ren)	Total	Cheque number	Office use only: Rec No
<b>Option 1</b>					
Zone A (full year)	HK\$16,800.00	x	=		
Zone B (full year)	HK\$18,300.00	x	=		
<b>Option 2 (termly payment)</b>					
<b>Reservation Fee (zone A &amp; B)</b>	HK\$4,000.00	x	=		
Zone A (Aug to Dec)	HK\$3,200.00*	x	=		
Zone A (Jan to Mar)	HK\$4,800.00	x	=		
Zone A (Apr to Jun)	HK\$4,800.00	x	=		
<b>Option 2 (termly payment)</b>					
<b>Reservation Fee (zone A &amp; B)</b>	HK\$4,000.00	x	=		
Zone B (Aug to Dec)	HK\$3,800.00*	x	=		
Zone B (Jan to Mar)	HK\$5,250.00	x	=		
Zone B (Apr to Jun)	HK\$5,250.00	x	=		

(\* ) 4,000.00 HKD reservation fee waived.



## **BUS FEE POLICY**

- Bus service will be charged on a Ten and a half months basis for all students.
- Bus fee can be pay by YEARLY PAYMENT or by THREE INSTALLMENT PAYMENTS.
- Full Yearly Payment – 1 CHEQUE dated immediately, latest by 15<sup>th</sup> June 2018.
- Instalment Payment – MUST make 3 CHEQUES TOGETHER WITH RESERVATION FEE and dated as follow:
  - Reservation fee: cheque dated immediately latest 15<sup>th</sup> June 2108)
  - 1<sup>st</sup> Instalment (Aug–Dec), post-dated cheque, dated 1<sup>st</sup> Aug 2018
  - 2<sup>nd</sup> Instalment (Jan–Mar), post-dated cheque,dated 1<sup>st</sup> Dec 2018
  - 3<sup>rd</sup> Instalment (Apr – Jun), post-dated cheque, dated 1<sup>st</sup> Mar 2019
- Payment must be made by CHEUQUES, and payable to Peak School PTA LTD. (student name must be written on the back of each payment cheque(s).
- INCOMPLETE PAYMENT APPLICATION WILL NOT BE PROCESSED.
- All dishonoured / return / bounced cheques are subject to \$100 surcharge.
- Fares are charged by the term and no refunds or discounts will be given for part terms.
- Official Receipt will be issued once payment has been cleared by bank.

## **BUS ARRANGEMENT POLICY**

- **For bus arrangement please notify the PTA by**
  - **whatsApp message 9145-5576 or**
  - **email [pta@ps.edu.hk](mailto:pta@ps.edu.hk) of any changes in your child's routine.**
- BUS USERS MAY TRAVEL ON ALTERNATIVE BUSES ON THE FOLLOWING CONDITIONS:
  - i. written request is submitted by whatsApp message or by email / by letter at least 24 hours prior to the journey.
  - ii. approval will be given by whatsApp message or by email at the discretion of the PTA Administrator if space is available.



## **SAFETY RULES FOR ALL BUS RIDERS**

- For safety purposes, children are required to put on a seat belt when they are riding on the bus. We would be grateful if parents would remind their children regularly about the importance of wearing a seat belt.
- Students must remain seated at all times. Standing or sitting on the floor is strictly prohibited.
- No objects of any kind are allowed to be thrown in the bus or out of the windows. •
- Students are to be courteous to drivers and fellow students. •
- No food or drinks are allowed on the bus. •
- Upon reaching their destinations, students are to remain seated until the bus comes to a complete stop. •
- The following behavior(s) will not be tolerated:
  - a) use of bad languages or obscene gestures
  - b) fighting or bullying. •
- The PTA reserves the right to change student seats as and when required if it hinders the safety and discipline on the school buses – without prior notification to student or parents.
- No interfering with the bus driver or any bus equipment is allowed.
- The bus company will keep the school administration informed of any serious bus disciplinary issues and LMT will be inform if necessary.
- **SCHOOL BUS DISCIPLINE**
  - Observe same conduct as in the classroom.
  - Stay in your seat with your seat belt.
  - Eating is prohibited
  - Be courteous.
  - Treat everyone with respect
  - Follow all directions
  - You are responsible for your own behaviour.
- Children are not allowed to use mobile phones while they are on the bus.
- Please be advised that parents/helpers should be at the drop-off point 5 minutes before the designated time to collect their child off the bus.
- If a child does not have permission to walk home alone and is not met at the bus stop at the designated time, the Bus Escort will NOT release the child and after contacting the school will return the child to school.



## **BUS ZONE ROUTE LIST 2017-2018 - TENTATIVE SCHEDULE**

The final confirmation pickup and drop off times and locations will be sent by email one week prior to the start of the school year. Number of buses and these routes are subject to base on demand of bus users in 2018-19. The PTA reserves the right to adjust/change the bus routes and schedules depending on the situation as required. Prior notice will be given to all parents. If you have any question please contact Jackie – pta@peakschool.net

**Zone A : blue color (bus fee\$16,800) Zone B : green color (bus fee \$18,300)**

Bus No 1

**Stanley Mound Rd = Repulse Bay Rd = Shouson Hill Rd = HK Parkview Suite = Peak School**

Bus No 2

**Borrett Rd = Conduit Rd = Kotewall Rd = Peak School**

Bus No 3

**Bamboo Grove = Peak School**

Bus No 4

**140 Pokfulam Rd = Bel Air = Scenic Villa Dr = Pokfulam = Bonham Rd = Robinson Rd = Peak School**

Bus No 5

**Kennedy Rd = Macdonnell Rd = Peak School**

Bus No 6

**Shui Fai Terrance = Tai Hang Dr = Upper Stubbs Road = Mansfield Rd = Peak School**

Bus No 7

**GPO Central = Mother's Choice = Matilda Hospital = Peak School**

Bus No 8

**Macdonnell Rd = Peak School**

Bus No 9

**Bamboo Grove = Kennedy Rd = Peak School**

Bus No 10

**May Rd = Tregunter Path = Dynasty Court = Old Peak Rd = Peak School**

### **NOTE:**

The information submitted on this form is being collected in accordance with the Peak School PTA LTD Personal Information Collection Statement ("PICS"). A copy of the PICS can be found on the Peak School web site found at (<http://www.ps.edu.hk>)

Detailed rules and descriptions, bad weather policy etc., and all forms to be submitted are available on the school website.