



## ESF INT'L KINDERGARTEN (HILLSIDE CAMPUS)

### SCHOOL BUS INFORMATION [ 2023 / 2024 ]

**KWON CHUNG MOTORS COMPANY LIMITED** of 3/F 8 Chong Fu Road, Chai Wan, Hong Kong (Tel: 3193 9360); Email: [esfhs@kcm.com.hk](mailto:esfhs@kcm.com.hk) will provide school bus service for ESF (Hillside) Kindergarten children on a contract basis for the 2023-2024 school year.

#### BUS SERVICE

The school bus routes are timed to fit the school schedule for AM class and PM class. Schedule time will be finalized at the opening of the school year but subjects to necessary alterations at the sole discretion of KCM.

#### BUS ESCORT

For reasons of safety it has been the practice to have a bus escort on the bus. The cost of bus escort will be included in the bus fees.

#### SEAT BELT

For safety purposes, children are required to put on a seat belt when they are riding on the bus.

#### INSURANCE

Parents are advised that all school buses of Kwoon Chung Motors Co. Ltd. are under insurance coverage and in accord to the law of Hong Kong Transport Department.

#### BUS POLICY

1. Bus schedules are tentative and subject to change according to applications. We reserve the right to cancel any route if applications are insufficient.
2. We will notify the parents of the bus schedules one week before the school starts.
3. This transportation service may **NOT** be a door-to-door one, but safe and convenient stops deemed by KCM would be assigned to parents.
4. All parents/helpers are advised to be at the bus stop at least five minutes before the scheduled pick up/drop off times.

#### SCHOOL BUS & ESCORT FEE

School Bus Fees (for K1-K2 students)	Installment		Payment to be made	Round Trip
<b>Hong Kong Island</b> (except Island Road, Repulse Bay, Stanley, Tai Tam)	1 <sup>st</sup> : mid-Aug 2023 to Jan 2024	(5.5 months)	In Jun/Jul	<b>HK\$9,515</b>
	2 <sup>nd</sup> : Feb to Jun 2024	(5 months)	In Nov/Dec	<b>HK\$8,650</b>

#### IMPORTANT NOTES

1. Once student has signed up to the service, **it constitutes a continuous 10.5-month contract of the bus service for the entire academic year.** Subsequently, no selective month(s) of usage will be allowed.
2. Joining the service after the school year/term has started as a new joiner is possible, subject to seat/route availability. Bus fees are paid for full month from 1<sup>st</sup> day of each calendar month and no pro-rata fee on day/week/half month basis will be applicable (except August will be charged at 50%).  
*e.g. Joining the service from the 9<sup>th</sup> of Oct, bus fee will be calculated from 1<sup>st</sup> Oct, with the remaining months of the term/whole year.*
3. Re-joining the service after the cancellation/refund of service within this academic year is possible, subject to seat/route availability and the settlement of the period or months of service being cancelled/refunded. Bus fees will be calculated on a month pro-rata, including the month of cancelled/refunded service till the remaining term(s)/month(s) of the school year, from 1<sup>st</sup> each calendar month.  
*e.g. The service was cancelled/refunded from 1<sup>st</sup> of Dec, and would like to re-join the service again from 1<sup>st</sup> of Feb, bus fee will be calculated from 1<sup>st</sup> Dec, with the remaining months of the term/school year.*
4. Bus fee will be levied as normal and/or no refund will be made if:-
  - a) student/parent chose not to take the bus at any enrolled trip on any day(s)/date(s);
  - b) the day with Red/Black Rainstorm or Typhoon no. 8 or above is hoisted;
  - c) no school for students according to school policy or HKSAR EDB announcement on school closure;
  - d) any selective month(s) of the service throughout the academic year, unless complete cancellation of the service



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5. For cancellation/refund **before** the commencement of the school year in August, full refund will be provided if advance notice was made via Kwoon Chung Online Registration Webpage (<https://school.kcm.com.hk/esfhs>) – “**Notify Kwoon Chung**” and/or email to: [esfhs@kcm.com.hk](mailto:esfhs@kcm.com.hk).
6. For cancellation/refund **after** the commencement of the school year in August, parents must apply via Kwoon Chung Online Registration Webpage (<https://school.kcm.com.hk/esfhs>) – “**Notify Kwoon Chung**” by serving **ONE calendar month** advance notice. Billing cycle starts from the 1<sup>st</sup> day of a calendar month, and one-month advance notice before the effective date of termination of service is required. If cancellation notice is made during any day(s) of the calendar month, the advance notice will be effective from the 1<sup>st</sup> day of the next calendar month.  
*e.g. For cancellation/refund effective from 1<sup>st</sup> February, written notice must be given on or before 31<sup>st</sup> December.*

### NON-SCHOOL BUS RIDERS

Non school bus riders (including students, parents or helpers) who wish to take the school bus may pay HK\$60.00 per single journey, subject to seat availability. Please note that this service is not for permanent, regular, or recurring usage and is offer at the sole discretion of KCM. Parents must inform the bus company in advance of one working day each time they wish to use this service.

N.B. *For the first two weeks of the beginning of the school year in Aug/Sep, we are unable to offer single journey for non-school bus riders due to limited seat available to accommodate all the requests. Thank you for your kind attention and understanding.*