

Kwoon Chung Bus Company

**Glenealy School uses the services of Kwoon Chung Bus Company. All enquiries should be directed to them.**

1. Bus fees must be paid in full before a student can travel on the school bus.
  2. If a child, who is not a bus user, wants to travel on a bus to visit the home of a friend, who is a bus user, both sets of parents are asked to contact the bus company via email: [gjs@kcm.com.hk](mailto:gjs@kcm.com.hk) or call at 3193 9370 for arranging an extra seat on bus. Please note that HK\$60 will be charged for each extra child, when there is room available on the bus. It will be appreciated if you can arrange your child's play date at least three working days in advance, allowing enough time for such arrangement.
  3. Please note that under the following circumstances, written notes are required by parents concerned:
    - If a child is not taking the bus home on any particular day a note should be given to the specific Bus Mother and the Class Teacher. For last minute changes please call the school office on 2522 1919 and email to Kwoon Chung at [gjs@kcm.com.hk](mailto:gjs@kcm.com.hk) **before 12pm.**
    - If an extra seat is requested on a bus because a child who is a bus user wants to travel on a different bus to visit the home of a friend, OR
    - If a child who uses the school bus wants to invite a child (who is not a bus user) home with them, a written request must be emailed to Kwoon Chung via [gjs@kcm.com.hk](mailto:gjs@kcm.com.hk) with three working days advance notice
- Please note that it may not be possible to provide a seat on a bus, and parents should not presume that one will be available.
4. For safety purposes, children are required to put on a seat belt when they are riding on the bus. They will be told, by the bus mother, to put on a seat belt when they get on the bus. However, we would be grateful if parents would remind their children regularly about the importance of wearing a seat belt.
  5. There will be no changes to the bus fare during the school year, unless mutually agreed with both Glenealy School and Kwoon Chung. For the latest school fees of each/current school year, please refer to <https://school.kcm.com.hk/gjs>

6. You are welcome to pay the bus fare EITHER by full term covering 1st to 2nd terms under one payment, completing the registration. OR by two payments with the other one settled upon receipt of invoice for the 2nd term.

7. Please complete your Bus Registration together with payment in the correct amount of bus fare, according to the instruction stated on the on-line register at <https://school.kcm.com.hk/gjs/>

For enquiries, please contact: (Tel: 3193 9370 Email : [gjs@kcm.com.hk](mailto:gjs@kcm.com.hk))

Kwoon Chung Motors Co., Ltd.  
3rd Floor, 8 Chong Fu Road  
Chai Wan, Hong Kong

8. The bus service registration should be completed by the deadline set, which allows ample time for planning should there be any routing modification.

9. Please note that the Bus Company may have to modify certain routes and pick-up times, after the new school term has started in August, according to the demands received. Bus users will be notified regarding any changes involved.