



WEST SENECA CENTRAL SCHOOL DISTRICT

TRANSPORTATION DEPARTMENT • 3300 SENECA STREET
WEST SENECA, NY 14224-2746 • 716/677-3820 FAX 716/674-2737

REQUEST FOR SCHOOL YEAR _____

DATE OF REQUEST _____ START DATE _____

DIRECTIONS: Fill out the top portion of the form as indicated. Indicate in the appropriate section for different am and pm provider locations. Please wait for confirmation from the Transportation Department before allowing your child to be picked up or dropped off anywhere other than your residence.

This form is to be returned to: West Seneca Central Schools
Transportation Department
3300 Seneca Street
West Seneca, NY 14224

Students Name _____ D.O.B. ____/____/____

Parent/Guardian _____

Home Phone _____ Work Phone _____

Students Home Address _____

School _____ Grade _____

Please indicate the childcare location below. We will route your child to this address from the information that you provide. Circle one of the following to indicate when your child should be transported to the day care site. Unless indicated we will transport from the child's home address.

TRANSPORTATION IS FOR: AM ONLY PM ONLY BOTH AM/PM

CHILD CARE LOCATION:

Name and address of Day Care Provider _____

Name of Contact person at provider address _____

Address _____ Phone _____

TRANSPORTATION OFFICE USE ONLY

AM Route # _____ PM Route # _____ Entered to datasource _____

Parent notified _____ Child care provider notified _____

School notified _____ Approval _____ Trans266-1/2001

West Seneca Central School Board Policy #5730

Transportation To and From Child Care Baby-Sitting Locations

(*Revised 8/14/2000)

A public or private school student may be picked up and/or dropped off at a day care location (baby- sitter) anywhere within the West Seneca Central School District with the following requirements:

- a) Request forms are provided at the Transportation Department Office and all District elementary school offices. Forms must be completed and returned to either the Transportation Department or the school by June 15 of each year prior to the school year for which transportation is requested.
- b) Parents and/or legal guardians must allow up to at least one week and wait for confirmation from the School District before permitting the student(s) to get picked up or dropped off from any address other than his/her residence.
- c) **Pick up must be consistently at the same address five days per week. Drop off must be consistency at the same address five days per week. NO EXCEPTIONS. The A.M. and P.M. address may be different as long as it is consistent five days per week.**
- d) No new stops will be added. Students will be required to be picked up and dropped off at the nearest established stop.
- e) No new bus route will be established if the addition of that bus route will result in an additional expense to be incurred by the District.

Transportation will be provided to students who are enrolled in NEW YORK STATE LICENSED day care centers that are located in the West Seneca Central School District. Parents and/or legal guardians are advised to make sure that the day care centers they choose for the care of their children are fully licensed by the State of New York before transportation is requested.