



# Spencerport Central School District

## Transportation Department

### Childcare Procedure: Criteria & Guidelines

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The Spencerport Central School District recognizes the need to accommodate transportation requests for district students to and from an address other than their home. These requests are normally necessitated by a working parent's need to provide for childcare service before and/or after normal school hours. Childcare transportation requests will be approved if they meet the following guidelines:

1. Childcare transportation will be available to students, kindergarten through grade 8.
2. The childcare provider shall be located within the Spencerport Central School District boundaries per State Education law.
3. Transportation shall be consistent Monday through Friday for the entire school year. Different morning pick-up and afternoon drop-off locations are allowable. Students may be picked up at one location and dropped off at another however these arrangements shall **BE ON A CONSISTENT FIVE DAY SCHEDULE** (e.g., morning pick up is the same every day; afternoon drop off is the same every day).
4. Children must be eligible for transportation according to the transportation eligibility policy in order to be transported to or from a childcare provider.
5. Door-to-door bus service may not be provided. No new bus routes or changes to existing bus routes will occur.
6. All childcare request forms shall be completed and returned to your child's school office by April 1. If the childcare location has not been determined, the form shall be completed as "**UNSURE OF CHILD CARE ARRANGEMENTS**" and returned by the April 1 deadline. When childcare arrangements are finalized, please provide the information to the child's school for documentation no later than July 1. We cannot guarantee that childcare requests received after July 15, will be implemented for the opening of school.
7. Requests for changes that occur during the school year that are in accordance with all district criteria will be processed as promptly as possible. We would request two weeks written notice before any change in childcare is to take effect.

Please call the Spencerport Transportation Department at 349-5180 if you have any questions. Office hours are 5:30 AM to 5:00 PM. The fax number is 349-5018.



# SPENCERPORT CENTRAL SCHOOL DISTRICT

## ANNUAL TRANSPORTATION REQUEST ALTERNATE PICKUP AND/OR DROP-OFF LOCATION

*Requests received after July 1<sup>st</sup> subject to a delay in routing through the first full week of school.  
Complete a separate request form for each student. The transportation department fax number is 349-5018*

Student's Name \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Home Address \_\_\_\_\_ Phone \_\_\_\_\_

Parent Contact #1 \_\_\_\_\_ Phone \_\_\_\_\_

Parent Contact #2 \_\_\_\_\_ Phone \_\_\_\_\_

**\*\*\*Childcare sites must be located within Spencerport School District boundaries\*\*\***

Start Date \_\_\_\_\_

### AM PICK UP

### PM DROP OFF

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Phone \_\_\_\_\_

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

**For Office use Only Below This Line**

	BUS #	STOP LOCATION	TIME
AM			
SHUTTLE			
PM			

Routed By \_\_\_\_\_ Date \_\_\_\_\_ Parent Notified \_\_\_\_\_ School Notified \_\_\_\_\_

*Our Mission is to educate and inspire each student to love learning, pursue excellence and use knowledge,  
skills and attitudes to contribute respectfully and confidently to an ever-changing global community.*