

TRANSPORTATION CHILD CARE REQUEST

Effective September 2002-Revised 04/13/2016

If your child is to be transported to and/or from school to a location other than your designated home area bus stop, please complete the Transportation Child Care Request Form below and return it to the Transportation Office located in the Colonial Elementary School or mail the form to the address below. Forms may also be picked up at each school.

Requests for Colonial School District bus transportation from locations other than the student's home will be considered only if the student is eligible for transportation and the stop is on an existing bus run located in the school attendance area to which the student is assigned.

Students will be assigned to bus stops based on the consistent application of a process that involves no more than one accommodation or transition per student. We cannot honor requests for transportation that will vary day to day or week to week.

Requests for a change in transportation will become effective only after adequate time has been given to properly notify all persons concerned and make the necessary changes. Approximately (3) three School Days. Changes after the start of the school year may take up to 4 weeks.

Building principals may approve temporary changes for emergencies such as illness in the family, parent out of town, etc. Telephone requests will not be taken for permanent changes. Requests must be submitted on a "Transportation Child Care Request Form" and submitted to the Transportation Office. Notes requesting transportation changes signed by parents will not be accepted by bus drivers.

Requests for transportation to a child care provider will be granted only if the child care provider is on an established bus route in the school attendance area.

For safety reasons students will be permitted to ride only the bus to which they are assigned and to get on or off the bus only at the stop to which they are assigned.

Special Note: Child Care/Day Care/Dual Home Transportation Request Forms should be submitted **BEFORE July 1st** of each school year. Once a form has been filled out for daycare, **transportation will continue to be assigned to the alternate childcare stop until a change is submitted by the parent/guardian.**

While this procedure may cause parents temporary inconvenience, we know that you will understand our serious commitment to transporting students to and from school safely, and our need to know at all times which children are on our buses.

We appreciate your cooperation in this matter.

If you have any questions you may call the Transportation Office at 610-834-1671.

Colonial School District
Transportation Office
230 Flourtown Road
Plymouth Meeting, PA 19462

**COLONIAL SCHOOL DISTRICT
TRANSPORTATION CHILD CARE REQUEST FORM- REVISED 12/2/2011**

SCHOOL YEAR _____ Once a form has been filled out for daycare, each school year transportation will continue to be assigned to the alternate daycare stop until a change is submitted by the parent/guardian.

Student(s) Name: _____

Home Address: _____

School Attending: _____ Grade: _____

Please fill in the blanks where indicated and provide us with accurate information and the required signatures. Please return this form to the Colonial School District Transportation Office, 230 Flourtown Rd., Plymouth Meeting, PA 19462. This form may also be faxed to **610-834-7535**.

Daycare Provider or Alternate Address: _____

Phone Number: _____

Bus Stop Location (From Child Care Provider/Alternate Location If Known):

(Must be an existing bus stop.)

Please indicate where the Student will be transported TO SCHOOL FROM:

Home _____ or Child Care Provider/Alternate Address _____

(Must be consistent each week)

Please indicate where the Student will be transported FROM SCHOOL TO:

Home _____ or Child Care Provider/Alternate Address _____

(Must be consistent each week)

If the need for an alternate stop is due to a dual home arrangement, **BOTH** parents/guardians must sign below. Also, a copy of the custody agreement **MUST** be attached.

Signature of Parent or Guardian _____ Date: _____

Signature of Parent or Guardian _____ Date: _____

TRANSPORTATION DEPARTMENT USE ONLY

Effective Date: _____

_____ Approved _____ Not Approved _____

Transportation Office

PLEASE NOTE: This request can only be approved by the Transportation Office. Building principals can approve temporary changes in transportation for emergency reasons.

Copies: School _____ Parent _____ Bus Co. _____ Transportation Office _____