

**Scotia Glenville C. S. D. Transportation Department
CHILDCARE/DAYCARE REQUEST FORM**

Student Name :(please print) _____

Parent's Name: _____ School Attending: _____

Signature: _____ Date: _____

Home Address: _____ Grade: _____

City: _____ Home Phone: _____

CHILDCARE/DAYCARE INFORMATION

Name: _____ Phone: _____

Address: _____

REQUEST INFORMATION

Date transportation requested to start: _____

A.M. Request: HOME _____ SITTER _____ P.M. Request: HOME _____ SITTER _____

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Reviewed by S-G Transportation Office

Effective Date: _____

A.M. Bus # _____ Stop Location: _____

P.M. Bus # _____ Stop Location: _____

In honoring this request, will bus schedule or routing be severely impacted? Yes _____ No _____

Will additional run be required to honor this request? Yes _____ No _____

Date: _____ By: _____

The Scotia Glenville School District has the following rules and regulations with regard to a childcare/daycare transportation request:

1. A request must be submitted for childcare outside of home address.
2. The bus and stop locations must be consistent.
3. Babysitter location is restricted to the attendance area for the school the student is attending.
4. Seating must be available on the bus. Requests will be honored in the order in which they are received.
5. Request Procedure:

A. Parent must complete the Childcare/Daycare Request Form and return to:

Scotia Glenville C.S.D.
Transportation dept
1 Tartan Way
Scotia NY 12302
Phone: 518-382-1291
Fax: 518-386-2809

B. Childcare/Daycare forms deadline August 1, 2016

A new application must be submitted each school year for review and approval. Prior year approval **IS NOT** valid for the next year.