

**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: \_\_\_\_\_

\*if known

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: 518-344-5691  
Fax: 518-370-3619**

**PREFERRED: Email this form back to: [cbisaillon@sgcsd.net](mailto:cbisaillon@sgcsd.net)**

- B. Childcare/Daycare forms deadline: August 1

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