



## DAYCARE / ALTERNATE TRANSPORTATION APPLICATION



### APPLICATION INSTRUCTIONS

This application is used for PERMANENT daycare / alternate transportation arrangements (example: daycare, alternate parent location). Due to the continued focus on student's safety, we will not be able to take permanent transportation information over the phone. For your child's protection, we require detailed information regarding pick-up and drop off arrangements with a parent or guardian's signature.

- A separate application is required for **EACH** student.
- A new application is required for **ANY** change that is made during the school year.
- A new application is required **EVERY** school year.

Due to the overwhelming amount of requests being processed we require that all completed forms be submitted prior to August 1<sup>st</sup>, so that we may plan our bus routes efficiently. Forms received after August 1<sup>st</sup> will be processed on a first come, first serve basis due to seating availability. **Any request received after August 15<sup>th</sup> will not be in place when the school year begins in September.** Processing your application may take up to 5 days, so please plan accordingly.

As always, please understand that the first few weeks of school are hectic and busses may not be on "schedule". Your child may arrive home later than anticipated.

If no application is filed, bussing will be routed to/from the student's home address.

We look forward to working with you for a successful year.

**Please drop off or mail this request to, One School Drive Penn Yan, NY 14527. Applications will be processed and forwarded to the child's school.**

**\* REMINDER PENN YAN SCHOOL DOES NOT TRANSPORT 3 YEAR OLDS.\***

**FORM MUST BE COMPLETED AND RETURNED BY AUGUST 1<sup>ST</sup>**

Penn Yan Central School District  
**DAYCARE /ALTERNATE TRANSPORTATION APPLICATION**  
One School Drive Penn Yan, NY 14527  
(315)536-2622 www.pycsd.org



Directions: **PLEASE PRINT**

1. Daycare / Alternate site address must be located within the Penn Yan Central School District.
2. Complete an application for EACH child. (K-8)
3. Once a weekly transportation schedule is established, it must remain consistent.
4. If arrangements change, a new application must be completed.
5. A new application must be completed each year and **returned (by mail or in person) by August 1<sup>st</sup>**.
6. Forms will be returned, unprocessed, if incomplete.

**Student Information:**

Child's First & Last Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Male / Female: \_\_\_\_\_ Grade: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

**Daycare or Alternate Location Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please circle the appropriate days below. All other times, student will be transported to/from home address.

From daycare /alternate location to school				
<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>F</b>

From school to daycare /alternate location				
<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>F</b>

**Note: Processing of the transportation request could take up to five (5) working days to complete.**

\_\_\_\_\_ **UNSURE OF DAYCARE / ALTERNATE TRANSPORTATION ARRANGEMENTS AT THIS TIME.** If this line is checked, submit the above information directly to Carolyn Parsons, Secretary, as soon as it becomes available.

**Parent / Guardian Information:**

Name of Parent / Guardian: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

**APPROVED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **COMPUTER:** \_\_\_\_\_