

To All Parents of K-8 and 9-12 Transportation Students,

In accordance with administrative regulations relative to alternate bus stops, Board Policy #810, requests may be approved for before school and after school care for grades Kindergarten through 8th grade. There are guidelines we must enforce to keep this convenience available for parents.

- A 'Request to Provide Transportation To/From Babysitting Location' form **must be completed each year**. The request should be submitted by July 31st of **EACH** year. If the request is not received by this date, there is no guarantee that the district will be able to accommodate the request for the first day of school.

Changes to the Transportation Guidelines

Grades K-8:

Students will have one designated morning pick-up stop (home or babysitter) and one designated afternoon drop-off stop (home or babysitter). The pick-up location may be different from the drop-off location; however, the pick-up and drop-off locations must be consistent each day for the entire school year. Requests for permanent bus stop changes must be submitted in writing at least three (3) days prior to the date of the requested change.

If a parent/guardian is requesting the district to transport his/her child from/to a babysitter stop in the morning and/or afternoon, the parent/guardian must designate the babysitter stop as the one specific morning pick-up and/or afternoon drop off point. The child's home stop is then eliminated and replaced by the babysitter stop. The babysitter stop must be an existing stop along the established bus route, and must be in the correct attendance boundaries of the school to which the child is enrolled.

Emergency requests may be accepted for a limited number of reasons. Requests should be in writing and be made as early as possible. If an emergency request is made, parents/guardians will be expected to relate details of the emergency to the building principal. If approved, the student will be issued an emergency bus pass if seats are available on the bus. The driver will not accept a note from the parent. A record of emergency requests will be kept for each student. If requests become frequent, the parent/guardian will be notified that future requests will be denied.

Acceptable reasons for emergency requests may include death in the family, medical emergency, or that the student's parents are out of town. Unacceptable reasons may include spending an evening at a friend's house, going to a dance, play dates, or to complete school projects/ homework with classmates.

Grades 9-12:

Students will have a home stop only. Requests for an exception to the home stop will be for emergency purposes only.

Emergency requests may be accepted for a limited number of reasons. Requests should be in writing and be made as early as possible. If an emergency request is made, parents/guardians will be expected to relate details of the emergency to the building principal. If approved, the student will be issued an emergency bus pass if seats are available on the bus. The driver will not accept a note from the parent. A record of emergency requests will be kept for each student. If requests become frequent, the parent/guardian will be notified that future requests will be denied.

Acceptable reasons for emergency requests may include death in the family, medical emergency, or that the student's parents are out of town. Unacceptable reasons may include spending an evening at a friend's house, going to a dance, going to work, or to complete school projects/homework with classmates.

Fleetwood Area School District
Transportation Department
REQUEST TO PROVIDE TRANSPORTATION
TO/FROM BABYSITTING LOCATION (Alternate Stop)

*Please complete and submit this form to the Transportation Dept. in the Business Office
by July 31st **each** year or 3 days prior to needing alternate stop transportation.*

Carefully read the attached letter before completing request.

Requests must be for permanent arrangements only (5) days a week.
We cannot set up 'as needed' transportation!
You must communicate (in writing) with your transportation office (at least 3 days before the date) to request changes in permanent transportation arrangements.

Student _____ Building _____
Last First

Request for School Year _____ Student's Grade _____

Home Address: _____

Parent's Name _____

Phone # (H) _____ Phone # (W) _____ (C) _____

Babysitter's Name _____

Address: _____

Phone # _____

Requested transportation arrangements to babysitter are for: Starting date _____

All requests are for from/to one pre-established bus stop location all five days a week.

_____ Morning transportation only (student will be taken home in afternoon)

_____ Afternoon transportation only (student will be picked up at home in morning)

_____ Transportation to same address both ways.

Kindergarten Only: An adult must be at the bus stop for pick up and drop off of all kindergarten students.

Other Information: _____

Parent Signature _____ Date Signed _____