

PAWLING CENTRAL SCHOOL DISTRICT  
Transportation Department  
55 Wagner Dr.  
Pawling, NY 12564  
845-855-4640 / Fax 845-855-4648

2019 / 2020

CHILD CARE TRANSPORTATION REQUEST TO AND / OR FROM CHILDCARE LOCATIONS

PLEASE PRINT CLEARLY

I, \_\_\_\_\_, the parent / legal guardian of the child named below, request transportation for said child to and / or from a child care location which is different from the child's home address.

STUDENT'S FULL NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ Current Route #: \_\_\_\_\_

CHILD CARE LOCATION: \_\_\_\_\_

NEAREST CROSS STREET: \_\_\_\_\_

Time of Day Needed: (PLEASE CHECK APPROPRIATE TIME)

\_\_\_\_\_ A.M. Day Care / Child Care Provider

Circle Days: M T W TH F; All

\_\_\_\_\_ P.M. Day Care / Child Care Provider

Circle Days: M T W TH F; All

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

Childcare Provider Phone: \_\_\_\_\_ Cell \_\_\_\_\_ Other \_\_\_\_\_

Effective date for transportation to begin: \_\_\_\_\_

Anticipated date child care location no longer needed \_\_\_\_\_

I HAVE READ THE ADMINISTRATIVE GUIDELINES FOR REQUESTING ALTERNATE TRANSPORTATION SERVICES FOR CHILDCARE PURPOSES. (Page 2)

Today's Date

Signature Parent / Guardian

**PLEASE NOTE THAT THIS FORM NEEDS TO BE COMPLETED EACH YEAR**

Please return this form to Pawling CSD, Transportation Office, 55 Wagner Dr., Pawling, NY 12564, by April 1, prior to the school year in which the service is needed for your request to be considered.

You may scan and email the completed for to: [pcsdtransportation@pcsdny.org](mailto:pcsdtransportation@pcsdny.org)

Or fax to: 845-855-4648

## **CHILD CARE TRANSPORTATION REQUEST TO AND / OR FROM CHILDCARE LOCATIONS**

### **ADMINISTRATIVE GUIDELINES**

Transportation will be provided to and / or from childcare locations for students in Grades K – 5 subject to these guidelines:

1. Requests for transportation for childcare purposes must be within the boundaries of the school district.
2. Requests for transportation services **must be in writing and submitted on the Transportation Request to and/or from Childcare Location form** by April 1, prior to the school year in which the service is needed.
3. Requests made after the April 1 deadline may be honored only if it can be added on an established route for that school at no additional cost to the district.
4. Any permanent change should be submitted at least five days in advance and be submitted on the Transportation Request to and / or from Child care Location.

**New forms must be filed for each new school year.**

For more information, please call the transportation office at 845-855-4640