

NISKAYUNA CENTRAL SCHOOLS TRANSPORTATION OFFICE
1301 HILLSIDE AVE.
NISKAYUNA, N.Y. 12309
(518)370-0160

TRANSPORTATION REQUEST TO CHILDCARE LOCATIONS
PLEASE PRINT CLEARLY

TODAY'S DATE _____ SCHOOL YEAR: _____

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

CHILDS'S FULL NAME: _____

ADDRESS: _____

SCHOOL ATTENDED: _____ GRADE: _____

CHILDCARE LOCATION: _____

NEAREST CROSS STREET: _____

Time of Day Needed: (PLEASE CHECK APPROPRIATE TIME)

_____ A.M. (before school pickup at Day Care)

_____ Mid-Day (before P.M. Kindergarten)

_____ Mid-Day (after A.M. Kindergarten)

_____ P.M. (after school)

Home Phone: _____ Work Phone: _____

Childcare Phone: _____

Effective date for transportation to begin: _____

Please return this form to the Niskayuna Transportation Office

by **April 1** of the school year prior to the effective date of the request.

I HAVE READ THE INFORMATION OF THE REVERSE SIDE

Signature Parent/Guardian

ADMINISTRATIVE GUIDELINES
NISKAYUNA SCHOOL DISTRICT

CHILDCARE TRANSPORTATION INFORMATION

Transportation will be provided to childcare locations for Grades K – 8 subject to these guidelines:

1. Transportation services will be provided to childcare locations within school district boundaries only.
2. Childcare locations are defined as licensed daycare centers currently recognized by the Niskayuna School District. At this time they are:

Niskayuna Community Day Care, KinderCare, Schenectady Jewish Community Ctr. Craig “Kid’s Time”, and Villa Fusco Day Care.
3. Requests for transportation to non-licensed daycare centers and/or babysitters must be within the school’s attendance zone, and on an established route for that school.
4. Transportation services will be provided if space and drivers are available and time permits on the route.
5. Written requests for service must be submitted on Transportation Request for childcare Location Forms by April 1st. previous to the school year the service is needed.
6. Requests for service **must** be to the same location and for the same time five days a week. Any permanent change should be submitted at least five days in advance and be made on the request form. The District may require up to 30 days initiating said change.
7. Emergency request in the student’s transportation must be approved by the principal.

For more information, please call the transportation Director at 370-0160.

01/11/05