

## **SUBJECT: TRANSPORTATION TO AND FROM DAY CARE LOCATIONS**

**Definition:** Baby-sitter or day care center location. A baby-sitter or day care center is a location where the student(s) are cared for on a regular basis when school is in session.

Parents or legal guardians may request transportation of their children to or from the residence of a baby-sitter or day care center if the following conditions are met:

The baby-sitter or day care center is:

- a) Within the Union Springs Central School District.
- b) Within the child's proper school attendance area.
- c) Meeting the criteria of mileage restrictions as set forth in the transportation policy.
- d) Verified as indicated on the application as the baby-sitter or day care center attended by the child.
- e) Not transferring children to other buses during their trip to or from school.

### **Parental Responsibility**

If the above primary eligibility requirements are met, the student's parent or guardian must adhere to the following procedure before permission can be granted for the alternative busing:

- a) The parent must apply in writing to the Transportation Supervisor no later than August 1 preceding the school year for which the alternative transportation is requested. Those who establish District residency on or after August 1 must submit a request in writing within thirty days.
- b) The letter of application must state the name, address, and telephone number of the baby-sitter or day care center.
- c) The request for such transportation must be based on pick-up points and drop off points on a planned basis. The pick-up point and drop off point may be different from each other.
- d) The Transportation Supervisor will make a decision based on eligibility of the preceding guidelines.
- e) The Transportation Supervisor will send written notification of the decision to the parent and the building principal.

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# POLICY

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- f) If the application is approved, the approval is for one school year only and the parents or guardians must re-apply if the need for this transportation continues into a new school year.

### **Extenuating Circumstances**

When truly extenuating circumstances can be documented, parents must re-apply for transportation to the new baby-sitter or day care center following the procedure outlined above. The same eligibility requirements will be in force. Upon approval, the Transportation Department will begin services within two weeks of the receipt of this application and, therefore, the August 1 application deadline would be waived.