

## Before/After School Child Care Transportation Procedure

Effective Immediately

**If your child is to be transported to and/or from school at a location other than your designated home area bus stop, please complete the “Before/After School Child Care” form on the reverse side of this notice.** This form must be returned to the below address no later than July 1<sup>st</sup> of each school year. Forms are available at any elementary school, Penn Manor’s website, or through the transportation office.

Requests for Penn Manor School District bus transportation from locations other than the student’s home will be considered if:

- Alternate address is located in the school attendance and session area to which the student is assigned.
- Childcare provider is on an established bus route. No new routes will be created.
- **Childcare schedule is consistent. For example: parent works Wednesdays, Thursdays and Fridays. Student will be brought home on Mondays and Tuesdays and taken to the childcare provider or day care on Wednesdays, Thursdays and Fridays. This schedule must be consistent. We can no longer honor requests for transportation that will vary each week.**
- There is available seating on the bus. When new students move into the assigned area need bus seating that is currently being used under a special transportation arrangement, the special transportation student must relinquish his/her seating to the new student.
- Students will be assigned to **one bus only**. Requests for exceptions must be made in writing and mailed to the Transportation Office. The Transportation Coordinator will review each request and a decision will be made based on space availability and consistency in schedule.
- **Special Note: “Before/After School Child Care” forms must be submitted BEFORE July 1<sup>st</sup> of each year. Student bus stops revert back to the home location at the end of each school year. Requests for transportation to childcare providers must be made annually.**
- **Special Note: Midday kindergarten transportation is no longer being provided. Kindergarten students will receive morning transportation into school or afternoon transportation home from school. Parents are responsible for arranging transportation home from morning kindergarten and in to afternoon kindergarten.**

While this may cause parents a temporary inconvenience, we are sure you will agree that our primary responsibility is to transport students to and from school safely. We appreciate your cooperation in this matter. If you have any questions, feel free to call Carolyn Finegan, Transportation Coordinator, at 872-9500 (ext. 2236) or contact her via e-mail at [carolyn.finegan@pennmanor.net](mailto:carolyn.finegan@pennmanor.net)

Forms should be mailed to:

Carolyn Finegan  
Penn Manor School District  
PO BOX 1001  
Millersville, PA 17551

