



## **PENN MANOR SCHOOL DISTRICT**

P.O. Box 1001 • Millersville, PA 17551-0301  
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## **Before/After School Child Care Transportation Procedure**

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 Transportation” form on the reverse side of this notice. Forms are available at all elementary schools, the Penn Manor’s website, or through the transportation office.

### **Requests for before and after school child care transportation will be considered if:**

- Child care address is located in the school attendance area to which the student is assigned
- Childcare provider is on an established bus route
- Childcare schedule is consistent. Must be the same days each week
- There is available seating on the bus
- Student bus assignments will be limited to two morning bus stops and 2 afternoon bus stops

### **General information for parents:**

- The Penn Manor School District will not provide noontime busing for kindergarten students
- Childcare bus stops will “carry over” from year to year. It is the parent’s responsibility to notify the Transportation Office of any child care or address changes
- Summer time childcare requests must be submitted prior to **August 3<sup>rd</sup>, 2018** in order for the transportation office to process your request for the start of the school year.
  - Any requests submitted after August 3<sup>rd</sup> will be processed after the second week of school
- Changes throughout the school year may take up to 3 days to process

The number one goal of the Penn Manor Transportation Department is to transport your child safely to and from school each day. With your help, we will achieve this goal. If you have any questions, feel free to contact Jason McClune, Transportation Coordinator, at 872-9500 (ext. 2236) or contact him via e-mail at [Jason.mcclune@pennmanor.net](mailto:Jason.mcclune@pennmanor.net)

Forms can be e-mailed or mailed to:

Jason McClune  
Penn Manor School District  
PO BOX 1001  
Millersville, PA 17551



