

PENN MANOR SCHOOL DISTRICT

P.O. Box 1001 • Millersville, PA 17551-0301 Phone (717) 872-9500 • Fax (717) 872-9505 Jason.mcclune@pennmanor.net

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 3 weeks prior to the start of school in order for the transportation office to process your request for the start of the school year.
 - Any requests submitted late 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

Forms can be e-mailed or mailed to:

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

PENN MANOR SCHOOL DISTRICT **Before/After School Child Care Transportation Form**

Please note that requests for child care transportation will be considered based on the following: <u>Parents, please read and initial the first three statements illustrating that you have read these statements.</u>

 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

Please complete the form entirely with accurate information.

Student(s) Name	School			Grade	
		School		_Grade	
		School		_ Grade	
Home Address					
Home Phone Number		_ Current Bus Stop Lo	ocation		
Name of Child Care Provider	Child Care Phone #				
Child Care Address					
Student transported TO S	C HOOL from	n: Home	Child	l Care Provider	
Monday	Tuesday	Wednesday	Thursday	Friday	
Student transported FROM	A SCHOOL	to: Home	Child	l Care Provider	
Monday	Tuesday	Wednesday	Thursday	Friday	
Start Date:					
Signature of Parent of	or Guardian		Date		
Forms may be submit	tted to your c	hild's school or di	rectly to the T	ransportation Office	
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Transportation Request has been:	Approved	lNot Approve			
			Transportatio	on Coordinator/Director	
Bus Assignment:					