

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.
 - o 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

Child care address is loc Childcare provider is on Childcare schedule is co There is available seatin Student bus assignments	an establish ensistent. Mu g on the bus	ed bus route ust be the same day	s each week	Ü
Please comple	te the for	m entirely with	accurate infor	mation.
Student(s) Name		School		Grade
		School		Grade
		School		Grade
Home Address				
Home Phone Number	(Current Bus Stop L	ocation	
Name of Child Care Provider		Cl	hild Care Phone #_	
Child Care Address				
Student transported TO SCHO MondayTue				d Care ProviderFriday
Student transported FROM SCHOOL to: Home			Child Care Provider	
MondayTue	sday	Wednesday	Thursday	Friday
Start Date:				
Signature of Parent or Guardian			Date	
Forms may be submitted to			•	•
Transportation Request has been:				on Coordinator/Director
			Transportant	on Coordinator/Director