

**AUBURN ENLARGED CITY SCHOOL DISTRICT
DAYCARE TRANSPORTATION REQUEST FORM 2017-2018 SCHOOL YEAR**

The information requested below is necessary to evaluate the transportation needs of your child to and/or from their daycare provider. Please return this form to the transportation office at the Harriet Tubman Administration Building or your child's school. A new form must be filled out each school year. **To be eligible for transportation:**

- Your childcare provider must be **licensed with the NYS Office of Children & Family Services**. http://ocfs.ny.gov/main/childcare/ccfs_template.asp
- Childcare provider's residence must be eligible to receive transportation to/from the school of attendance and must meet mileage requirements for the school the student is attending.
- Transportation must be to/from **one** location
- Schedules for transportation to different locations on different days of the week will not be permitted. Child must attend daycare either every morning, every afternoon or both to be eligible for daycare busing. Exceptions will be made only on the days when students have a half day of school, per the district calendar.

Date: _____ Requested Start Date: _____

School _____ Grade Entering: _____

Student Name: _____ Phone _____

Student Home Address: _____

Parent/Guardian Name: _____ Phone _____

Parent/Guardian Home Address: _____

Place of Employment: _____ Work Phone _____

Emergency Contact Name: _____ Phone _____

Medical Information (Optional): _____

Child Care Provider Information

Child Care Provider: _____ Phone _____

Child Care Address: _____

New York State Registration Number: _____

A.M. Only	P.M. Only	A.M. & P.M
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Briefly describe the reason for the request: _____

Parent/Guardian Signature: _____ Date _____

District Use Only:		
Approved: _____	Disapproved: _____	Bus: _____