



CHILD CARE REQUEST FORM

STUDENT / PARENT INFORMATION

REQUESTED START DATE: _____

Student Name: _____ School Attending: _____ Grade: _____

Home Address: _____

Parent/Guardian: _____ Cell Phone: _____

Home Phone: _____ Work Phone: _____

MORNING REQUEST:

Child Care Provider: _____ Phone Number: _____

Child Care Address: _____

Pick Up from Home: M T W TH F

Pick Up From Child Care: M T W TH F

AFTERNOON REQUEST:

Child Care Provider: _____ Phone Number: _____

Child Care Address: _____

Drop off at Home: M T W TH F

Drop off at Child Care: M T W TH F

**Changes could take up to two weeks to be implemented.
You will be notified by Coventry Transportation with the effective date.**

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The Board shall transport students in grades **K-5** who are picked up or dropped off at a destination other than their home on a daily basis for the purpose of child care. Transportation will not be provided for any day care facility located within a walking boundary or outside of the district. The parent/s of students in child care must submit a written request to the Transportation Coordinator **yearly** for review and approval.

The following conditions must also be met:

1. For the beginning of each school year the Child Care request form with parent signature must be submitted by **August 1st**.
2. Such students must board or disembark at an existing stop on the regularly scheduled bus route;
3. There must be space available on the bus;
4. Such students will be accepted on a first come, first-served basis;
5. Such students may not continue to ride the bus if other students, eligible for transportation under the foregoing provisions, are assigned to the bus causing the bus to reach its rated capacity; and
6. The request must be for a minimum of two months;
7. A request to ride an alternative bus, for a temporary situation, will not be issued;
8. Subject to the foregoing, not more than three (3) requests for change in location to accommodate a modification of child-care arrangements may be sought during a school term. Split schedule requests will only be accommodated one (1) time per school term.
9. Services will only be provided within the boundary of the Elementary School, in which the student resides.

Parent/Guardian Signature: _____ Date: _____

(I have read the policy rules and request the change in accordance with the rules listed above)