



Suffern Central School District

Transportation Office
45 Mountain Avenue
Hillburn, NY 10931

Phone: 845-357-7783 x11286
Fax: 845-357-3073
E-mail: transportation@sufferncentral.org

2024-2025 REQUEST FOR TRANSPORTATION TO ALTERNATE SITE/ DAY CARE

Parents who desire alternate site or day care transportation for their child must submit this form by **April 1, 2024**.

Date _____

In accordance with the laws of the State of New York, I hereby request transportation for my child to an alternate site/ day care during the coming school year.

Child's First Name _____ Child's Last Name: _____ Home Phone# _____
School Child Attends _____ Grade (in Sept 2023) _____

Date of Birth _____ Age _____ Gender Male ___ Female _____

Home Address _____
(Number, Street and PO Box#, if applicable) (City) (Zip Code)

Parent's Name _____ Cell# _____ Email _____

Parent's Name _____ Cell# _____ Email _____

Emergency Contact _____ Phone# _____ Relationship _____

Child Care Provider's Name _____ Child Care Phone# _____

Child Care Address _____
(Number and Street) (City) (Zip Code)

First Day at Child Care _____ Requested Days of Week at Child Care _____

Schedule: ___ Before School ___ After School ___ Both

By electronically signing my name below, I acknowledge and agree that I am the legal parent/guardian of student identified above. I agree that I will be legally bound, obligated and responsible for this REQUEST FOR TRANSPORTATION TO ALTERNATE SITE / DAY CARE form, as if I had submitted it in hard copy form with my handwritten signature.

Signature _____ Print Name _____
(Parent/Guardian)

Please note:

1. An individual request must be submitted for **each** child. A **new request** must be submitted for **each year** transportation is desired.
2. This form must be received in the Transportation Office of the Suffern Central School District **by April 1**.
3. If the child is not currently a resident of Suffern Central School District, the form must be received within 30 days of establishing residency.
4. If a Request for Alternate Site/ Day Care Transportation is rejected before **April 1**, any second request must be submitted by **April 1**.
5. Day care transportation can only be provided to licensed day cares within the district or to unlicensed day cares (e.g. neighbors, relatives) within the student's school attendance zone.
6. Families are responsible for transportation whenever their day care is closed and Suffern Central Schools are open.

THIS FORM MUST BE RECEIVED AT THE DISTRICT OFFICE IN HILLBURN BY APRIL 1, 2024