

White Plains City School District
Request for Transportation to/from a Childcare Provider
2024 – 2025 Application

PLEASE RETURN THIS FORM TO THE TRANSPORTATION OFFICE BY APRIL 1, 2024

This will assure that these arrangements will be in place beginning with the first day of school. If this request is received after April 1, 2024, the district does not insure your request for the start of the school year.

You must provide all of the information requested below.

Student's Name _____
(First) (Last)

Student's School: _____ Grade: _____

Parent/Guardian's Name: _____ Home Phone: _____

Home Address: _____ Work Phone: _____

Cell Phone: _____

Emergency Contact Person: _____ Phone/Cell: _____
(First) (Last)

TO SCHOOL: (If child is to be picked up at a location other than the home bus stop.)

Name of childcare provider: _____ Home Phone: _____

Address of childcare provider: _____ Cell Phone: _____

DAY(S) OF WEEK - Circle ALL WEEK OR MON TUES WED THURS FRI

X: _____
Signature of Childcare Provider

FROM SCHOOL: If child is to be dropped off at a location other than the home bus stop.)

Name of childcare provider: _____ Home Phone: _____

Address of childcare provider: _____ Cell Phone: _____

DAY(S) OF WEEK - Circle ALL WEEK OR MON TUES WED THURS FRI

X: _____
Signature of Childcare Provider

I have read all of the above information and the information on the reverse of this sheet.

X: _____ Date: _____
Signature of Parent/Guardian

TRANSPORTATION REGULATIONS FOR CHILDCARE PROGRAMS
WHITE PLAINS CITY SCHOOL DISTRICT

The White Plains City School District complies with New York State Childcare Transportation Education Law (3635) as it pertains to students in Grades K – 8 and New York State law §390 of the Care and Protection of Children which does not recognize an after school religious instruction program as a Childcare location, therefore, we cannot meet those requests.

CHILDCARE TRANSPORTATION

Please read the following regulations for requests for pick up and/or drop off at childcare locations.

REQUIREMENTS

The childcare provider must be located within the city of White Plains. Requests to childcare locations will be offered only to students who are White Plains residents and attend a public or non-public school located within the City of White Plains. **Assignments cannot be made at a workplace or any commercial enterprise, examples of such would be but not limited to a bank or hospital or retail store.**

- The days of the week requested must be on a regular basis every week. A maximum of two separate locations are accepted with fixed days of the week for the entire school year.
- Applications are limited to one pick up/drop off location other than the home location bus stop. The bus stop assignment will be determined by the school district. Your childcare provider is responsible for knowing the location of the bus stop as assigned by the district. **Bus stops will not be made at private homes of childcare providers.**
- The childcare provider location for K – 5 must be more than a half mile from the school and more than a 1 mile from the school for grades 6 – 8.
- **New applications must be completed each and every year by April 1. Mail to Education House, 5 Homeside Lane, White Plains, NY 10605 – Attention: Transportation. If you have any questions, please call 914-422-2110.**

HOW TO APPLY

- Written applications for transportation to childcare locations must be submitted by **April 1** of each and every year for students in kindergarten - grade 8. Applications are available in the main offices at elementary and middle schools and at the Board of Education Transportation Office and on the district website. All forms must be signed by the parent/guardian of the student and the signature of the assigned childcare provider otherwise we cannot process your request. Email request to: transportation@wpcsd.k12.ny.us. **You must wait to hear from the building staff or the transportation office with the start date of your request. You must then advise the provider.**
- Emergency changes or adjustments to childcare location will be accepted up to **July 27, 2024 ONLY**. We cannot process any childcare locations after that time in order to balance the bus routes. We cannot begin to process any new childcare requests until **two weeks after the start of the school year**, except for those families newly registered into the district. Applications by families moving into White Plains must be received within 30 days after establishing residency. It will take seven (7) school days after receipt of an application to begin transportation.
- Requests to change your childcare location must be made in writing on a new application. Ten (10) school days are needed for processing before transportation will begin if approved.
- Please **notify** the school district's transportation office **in writing to cancel a request** for childcare transportation. If eligible for transportation from home to school, busing will resume **3 days** after letters of cancellation are received.