Custodial Care Information

Transportation Department
1097 Bassett Road
Westlake, OH 44145
440-835-6313
Fax 440-250-1440

Dear Parents/Guardian:

The Westlake Board of Education realizes that it may be necessary to provide an alternate transportation location for students that require childcare providers. The service must be practical, cost effective and meet the needs of both the parents and the school district.

Based on Board policy, transportation to and from a childcare provider will be provided based on the following criteria:

1. **For service to start at the beginning of the school year, the completed Custodial Care Form must be received by the Transportation Department prior to July 11th.** Forms received after July 11th will not go into effect until September 8, 2025.
   Forms received after September 8, 2025 will take a minimum of 5 working days to go into effect.

2. **The service must be for five (5) days per week.** Service is for the entire school year or until permanently changed in writing. This will reduce the possibility of your child being taken to the wrong destination.

3. The location of the childcare provider to or from which the student is to be transported must be located in an area designated by the Board as eligible for bus transportation to the school of attendance.

4. The provisions of transportation for such students must not cause the district to incur any additional costs or require the establishment of new bus routes. Such transportation shall be provided only if there is sufficient space for pupils on the appropriate bus after space has been made available for all other students qualified for transportation.

5. All students must have a Custodial Care Form on file prior to transportation service to begin.

Custodial Care Forms are effective for the current school year only and must be completed on a yearly basis.

Custodial Care Forms can be obtained at the Transportation Department or on our website (www.wlake.org).

Completed forms are to be returned by mail to the Westlake City Schools Transportation Department, 1097 Bassett Road, by fax (440)250-1440 or by email to transportation@wlake.org. Should you have any questions regarding this matter, please contact the Transportation Department at (440) 835-6313.

Thank you in advance for your cooperation.