



White Plains City School District
REQUEST FOR TRANSPORTATION TO/FROM
CHILDCARE PROVIDER/ALTERNATIVE SITE
2026-2027

Please Return This Form to the Transportation Office by April 1, of every year

Timely submission ensures transportation to/from childcare provider will be in place by the first day of school. If request is received after April 1, the district does not ensure your request by the first day of school.

You must provide all the information requested below:

Student Name (First, Last)_____

Student School:_____ Grade: _____

Parent/Guardian Name:_____

Home Address:_____

Work #: _____ Cell #: _____ Home #: _____

Emergency Contact (First, Last): _____ Contact #: _____

TO SCHOOL - Morning Pick-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 - Afternoon Drop-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 the above information and the information on the reverse of this sheet.

X: _____ Date: _____
Signature of Parent/Guardian

White Plains City School District

TRANSPORTATION REGULATIONS FOR CHILDCARE PROGRAMS

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

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 after school religious instruction programs as Childcare. Childcare providers must be located within the White Plains City School District boundaries. **Requests cannot be made to a workplace or any commercial enterprise, examples of such would be but not limited to a bank or hospital or retail store.**

Applications must be submitted on a yearly basis on or before April 1* of every year. Emergency changes or adjustments to childcare locations will be accepted through August 1. Childcare requests will not be processed during the **first two weeks after the start of the school year**, except for those families newly registered into the district. Newly registered families will have a period of 30 days after establishing residency to submit applications.

HOW TO APPLY

Transportation to a childcare program will be provided to and from pre-established bus stop locations that meet the district's grade K-5 (0.5-mile) and grade 6-8 (1-mile) eligibility requirements.

- Applications are available for download on the transportation website, or for pickup at the Transportation Office, or at your respective school building.
- Requests can be emailed to transportation@wpcsd.k12.ny.us or mailed to the address below:

White Plains City School District
Transportation Office
5 Homeside Ln
White Plains NY 10605

- All information on the application must be completed in full.
- Applications must be signed by the parent/guardian, the childcare director or designee, and the respective caretaker where applicable.
- Requests to change your childcare location during the school year must be made in writing and a new application must be submitted.
- Applications will be processed within 10 business days.
- Requests to cancel transportation to a childcare location can be made at any time and must be submitted in writing.