

RETURN TO:



MOUNT VERNON CITY SCHOOL DISTRICT

TRANSPORTATION DEPARTMENT
165 N. COLUMBUS AVENUE
MOUNT VERNON, NY 10552
TRANSPORTATION@MTVERNONCSD.ORG



2026-2027

CHILDCARE TRANSPORTATION REQUEST FORM

SELECT ONE OF THE FOLLOWING: ☐ **ESY ONLY (Summer School)** ☐ **2026-27 School Year**

Student Name _____

Student Address _____

City _____ **State** _____ **Zip Code** _____

DISTRICT POLICY (on back page): MUST READ, SIGN & DATE. Bus assignment will be delayed until the signed document is returned.

School _____

Grade (circle one): K 01 02 03 04 05 06 07 08 09 10 11 12

Student ID # (REQUIRED) _____

Today's Date: _____

PARENT/LEGAL CUSTODIAL GUARDIAN INFORMATION

Last Name: _____

First Name: _____

Primary Phone: _____

Alt. Phone: _____

Email: _____

Signature: _____

EMERGENCY CONTACT (other than parent/ legal custodial guardian)

Contact Name: _____

Phone: _____

Requested Start Date: _____

(PLEASE ALLOW UP TO 10 DAYS FOR PROCESSING)

BEFORE SCHOOL LOCATION _____

Name and address of childcare location

Day(s) of the week (circle) ALL WEEK **OR** MON TUES WED THURS FRI

Name of adult at childcare location _____ **Phone number** _____

Signature _____

AFTER SCHOOL LOCATION _____

Name and address of childcare location

Day(s) of the week (circle) ALL WEEK **OR** MON TUES WED THURS FRI

Name of adult at childcare location _____ **Phone number** _____

Signature _____

FOR OFFICE USE ONLY

Start Date: _____

Bus Company: _____

Bus Route: _____

Bus Stop/Pickup Time: _____

TRANSPORTATION POLICY FOR CHILDCARE PROGRAMS

In compliance with New York State Childcare Transportation Education Law (3635), the Mount Vernon City School District requires that you review and sign the following:

REQUIREMENTS

- a) The childcare provider **must be located within the City of Mount Vernon**. Requests to childcare locations will be offered only to students who are Mount Vernon residents and already qualify for transportation.
- b) The days of the week requested must be regular every week.
- c) Applicants are limited to one pick-up location and one drop-off location.

Childcare Transportation - Half-Day Sessions

Transportation will be provided to and/or from the childcare provider. You must notify the childcare provider of the time difference. If you plan to make other arrangements, contact the Transportation Office. Please notify the Transportation Office if your childcare provider is closed.

HOW TO APPLY

- a) Applications are available on the District website (www.mtvernoncsd.org) and at the Board of Education Transportation Office located at 165 N. Columbus Ave., Mount Vernon, NY. Transportation is not available for Pre-K students.
- b) Families of qualifying students moving into the Mount Vernon City School District must submit transportation applications within 30 days of establishing residency.
- c) Requests to change or cancel your childcare location must be made in writing and submitted via email to transportation@mtvernoncsd.org.

It will take 10 school business days after receipt of an application for transportation to begin.

Signature of Parent/Guardian _____

Date _____

(Application will be processed only when signed here and on the front)

RETURN TO: transportation@mtvernoncsd.org
Mount Vernon City School District
Transportation Office
165 N. Columbus Avenue
Mount Vernon, NY 10553