



NISKAYUNA CENTRAL SCHOOLS TRANSPORTATION OFFICE  
1301 HILLSIDE AVE.  
NISKAYUNA, N.Y. 12309  
Phone: (518)370-0160 / Fax: (518) 370-3619

**TRANSPORTATION REQUEST TO CHILDCARE LOCATIONS**  
**PLEASE PRINT CLEARLY**

TODAY'S DATE \_\_\_\_\_

I, \_\_\_\_\_, the parent or legal guardian of the child named below, request transportation for said child to and/or from a child care location different from the child's home address.

CHILDS'S FULL NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SCHOOL ATTENDED: \_\_\_\_\_ GRADE: \_\_\_\_\_

CHILDCARE LOCATION: \_\_\_\_\_

NEAREST CROSS STREET: \_\_\_\_\_

Time of Day Needed: (PLEASE CHECK APPROPRIATE TIME)

\_\_\_\_\_ A.M. (before school pickup at Day Care)

\_\_\_\_\_ P.M. (after school)

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Childcare Phone: \_\_\_\_\_

Effective date for transportation to begin: \_\_\_\_\_

Please return this form to the Niskayuna Transportation Office by **April 1, 2016**

**I HAVE READ THE INFORMATION OF THE REVERSE SIDE**

\_\_\_\_\_  
Signature Parent/Guardian



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## ADMINISTRATIVE GUIDELINES NISKAYUNA SCHOOL DISTRICT

### CHILDCARE TRANSPORTATION INFORMATION

Transportation will be provided to childcare locations for Grades K – 8 subject to these guidelines:

1. Transportation services will be provided to childcare locations within school district boundaries only.
2. Childcare locations are defined as licensed daycare centers currently recognized by the Niskayuna School District. At this time they are:  
  
Niskayuna Community Day Care, KinderCare, Schenectady Jewish Community Ctr. “Kid’s Time” at Niskayuna schools, TSL Adventures and Villa Fusco Day Care.
3. Requests for transportation to non-licensed daycare centers and/or babysitters must be within the school’s attendance zone, and on an established route for that school.
4. Transportation services will be provided if space and drivers are available and time permits on the route.
5. Written requests for service must be submitted on Transportation Request for childcare Location Forms by April 1<sup>st</sup>. previous to the school year the service is needed.
6. Any permanent change should be submitted at least five days in advance and be made on the request form. The District may require up to 30 days initiating said change.
7. Emergency request in the student’s transportation must be approved by the principal.

For more information, please call the transportation Director at 370-0160.