



Suffern Central School District

Transportation Office
45 Mountain Avenue
Hillburn, NY 10931

Phone: 845-357-7783 x11286
Fax: 845-357-3073
E-mail: transportation@sufferncentral.org

2023-2024 REQUEST FOR TRANSPORTATION TO ALTERNATE SITE/ DAY CARE

Parents who desire alternate site or day care transportation for their child must submit this form by **April 1, 2023**.

Date _____

In accordance with the laws of the State of New York, I hereby request transportation for my child to an alternate site/ day care during the coming school year.

Child's First Name _____ Child's Last Name: _____ Home Phone# _____
School Child Attends _____ Grade (in Sept 2023) _____

Date of Birth _____ Age _____ Gender Male _____ Female _____

Home Address _____
(Number, Street and PO Box#, if applicable) (City) (Zip Code)

Parent's Name _____ Cell# _____ Email _____

Parent's Name _____ Cell# _____ Email _____

Emergency Contact _____ Phone# _____ Relationship _____

Child Care Provider's Name _____ Child Care Phone# _____

Child Care Address _____
(Number and Street) (City) (Zip Code)

First Day at Child Care _____ Requested Days of Week at Child Care _____

Schedule: _____ Before School _____ After School _____ Both

By electronically signing my name below, I acknowledge and agree that I am the legal parent/guardian of student identified above. I agree that I will be legally bound, obligated and responsible for this REQUEST FOR TRANSPORTATION TO ALTERNATE SITE / DAY CARE form, as if I had submitted it in hard copy form with my handwritten signature.

Signature _____ Print Name _____
(Parent/Guardian)

Please note:

1. An individual request must be submitted for **each** child. A **new request** must be submitted for **each year** transportation is desired.
2. This form must be received in the Transportation Office of the Suffern Central School District **by April 1**.
3. If the child is not currently a resident of Suffern Central School District, the form must be received within 30 days of establishing residency.
4. If a Request for Alternate Site/ Day Care Transportation is rejected before **April 1**, any second request must be submitted by **April 1**.
5. Day care transportation can **only** be provided to licensed day cares within the district or to unlicensed day cares (e.g. neighbors, relatives) within the student's school attendance zone.
6. Families are responsible for transportation whenever their day care is closed and Suffern Central Schools are open.

THIS FORM MUST BE RECEIVED AT THE DISTRICT OFFICE IN HILLBURN BY APRIL 1, 2023



Suffern Central School District Alternate Site / Day Care Transportation Request On-Line Instructions

transportation@sufferncentral.org

Alternate Site / Day Care Transportation Request forms are to be completed online and submitted electronically via email to the District. These forms are available on our district website at: www.sufferncentral.org - click on "Transportation," under Quick Links or copy and paste the following link in your browser's address bar: <http://www.sufferncentral.org/Departments/Transportation>

To access and complete the Alternate Site / Day Care Request form you will need to have an Adobe Acrobat reader DC and one of the following internet browsers: Mozilla Firefox, Google or Internet Explorer. If you do not have an Adobe PDF viewer, you may download using the following link: <http://get.adobe.com/reader/>

Important Browser Information: Using Internet Explorer, Mozilla Firefox or Google – You must use Adobe Reader or Acrobat to fill out the PDF form otherwise you may run into any number of problems while completing.

Best Option: Open the day care request form from the district webpage and save to your desktop; or, *if an option from your browser*, click the "pdf" button or "open with a different viewer" (select open with Adobe Acrobat) on the right side of address bar when opening the website form. Open form using Adobe Acrobat Reader DC only.

Completing Form: Open the day care request form using the above instructions. Once the request form is opened, if you are prompted to open with a different viewer, please select Adobe Acrobat Reader DC, and complete the following:

1. Enter the current date
2. Enter the child's legal first name and last name.
3. Enter the home phone number.
4. Enter the name of the school your child attends.
5. Enter the grade your child will be entering in September.
6. Enter the child's date of birth and the child's age.
7. Select the child's gender. You must click appropriate button.
8. Enter the home address including street address, city and zip code.
9. Enter parent's name, cell # and email address.
10. Enter alternate parent's name, cell # and email address.
11. Enter emergency contact information for child including name, phone # and relationship.
12. Enter legal name of the child care provider and their phone number.
13. Enter the child care provider's address including street address, city and zip code.
14. Enter the first day child will be located at day care / alternate site.
15. Enter days of the week child will be attending provider's site.
16. Select the requested schedule for before school, after school or both before & after school.
17. Electronically sign the form attesting that the information you entered is true, accurate, and complete by typing name on line provided. Print Name.
18. It is important to SAVE or PRINT a copy of each request when complete.
19. Click the SAVE button to save your child's transportation request to your desktop or selected file location. Next you need to open your email account. Attach the saved transportation request form to an email and submit to the district at transportation@sufferncentral.org.
20. You may RESET the form to add a sibling. This button will clear child specific fields only. Once you reset the request form and have filled in the sibling's information, follow steps 18 & 19 to submit your additional request for day care transportation. Remember to save each child's request to your desktop using a different file name to avoid losing individual information.

All alternate site / day care requests must be received by the Suffern CSD by the State mandated April 1st deadline. Requests received after deadline run the risk of not being approved for district transportation.

