MECHANICVILLE ELEMENTARY SCHOOL
25 KNISKERN AVENUE
MECHANICVILLE, NEW YORK 12118

Mr. Stephen F. Marra
Elementary Principal

Mechanicville City School District

(518) 664-7336 (Phone)
(518) 514-2119 (Fax)

Dear Parents/Guardians:

As you know, we are constantly reviewing and revising safety procedures for our students. In an effort to continue this, the following student safety measures are necessary in order to strictly adhere to our Transportation Policy. Transportation Policy states that we will only transport your child(ren) to the SAME DESTINATION EACH SCHOOL DAY (5 five days per week). Please see attached Transportation Policy.

Daily Bus Notes and Daily Bus Changes for all K-5 students will NOT be accommodated. This is for the safety of all of our students. The confusion of having students going to multiple stops was becoming a danger to our students.

Thank you, in advance, for your continued support, understanding and cooperation of this safety issue.

Please call me at 664-7336 if you have any questions.

Sincerely,

Stephen F. Marra

Stephen F. Marra
Elementary School Principal

SFM:jp
[c:\mydocuments\forms\busnoteletter]

MECHANICVILLE ELEMENTARY SCHOOL
Mechanicville, New York 12118

TO: **Parents of Elementary School Students**

FROM: **S. Marra, Elementary School Principal**

RE: **CHILD CARE TRANSPORTATION REQUEST FOR 2019-2020**

Parents who need to have their child(ren) bused to/from a location other than their home address during the 2019-2020 school year should complete the Child Care Transportation Request Form on the back of this page and return it to the Elementary School Office by **July 1, 2019**. This will enable the District to adequately plan for routes and bus capacities during the summer.

Any requests received AFTER JULY 1st will be considered on a case-by-case basis.

Please note that we can only consider requests for transportation to/from child care if:

1. The bus is not already filled to capacity
2. The request is to the **SAME DESTINATION EACH SCHOOL DAY**
3. The requested bus stop is already on a scheduled route
4. The request from a parent for transportation is received at least 5 days prior to the requested transportation

Parents will be notified of approval or denial by the Elementary School Principal or Transportation Supervisor as soon as possible with the probability of notice prior to September 1, 2019. If you have any questions, please contact us at 664-7336.

This form is also available at our website for your convenience – Mechanicville.org

SFM:jp
[c:\mydocuments\forms\babysitterrequestcriteria]

MECHANICVILLE PUBLIC SCHOOL DISTRICT
25 Kniskern Avenue
Mechanicville, NY 12118

TRANSPORTATION REQUEST FORM FOR CHILD CARE

DIRECTIONS: Complete the form below and return to the Elementary School Office. Please feel free to call 664-7336/Elem if you have any questions regarding the form. Submit one form for each child.

Student's Name_____

2019-2020 Grade_____ **2019-2020 Teacher** _____

HomeAddress_____

I hereby request a change in bus transportation FIVE (5) DAYS PER WEEK effective: _____ **(Beginning Date)**

Caregiver's Name_____

Address_____

Phone: _____

Circle as Appropriate: AM only PM only AM and PM

Comments:

_____

_____

_____

_____

_____

Parent Signature **Date**

_____ _____

Home Phone **Work Phone**

* *

FOR SCHOOL USE ONLY: Approved _____ Denied _____

Date: _____

Home Bus # _____ **Babysitter Bus #** _____

Comments: _____

_____

Principal's Signature: _____

Date Parent Contacted: _____ **Phone Call / Letter**

cc: - Bus Garage

[c:\mydoumentcs\forms\babysitterrequestform]