

OFFICE USE ONLY:

**BUS# AM _____ STOP _____ TIME _____
PM _____ STOP _____ TIME _____

2019-2020

JOHNSON CITY ELEMENTARY / MIDDLE / HIGH SCHOOL
666 Reynolds Road - Transportation
Johnson City, New York 13790

ALTERNATE SITE AND AUTHORIZATION FORM
STUDENTS IN THE CARE OF A CHILD SITTER / HOME DAYCARE

As the parent (s) or legal guardian (s) of _____ GRADE _____
We hereby request and authorize the above - named child be transported to the following residence:

CHILD SITTER / SITE NAME _____

STREET ADDRESS _____

CITY (Must be within the JC district) _____

BUS TRANSPORT IN THE A.M. DAYS OF THE WEEK M TU W TH F
P.M. DAYS OF THE WEEK M TU W TH F

SITTER PHONE _____ PARENT PHONE _____

****REASON FOR REQUEST:** _____
(ONLY REQUESTS DUE TO CHILD CARE NEEDS WILL BE HONORED)

REQUESTED START DATE _____ * Processing and start of trans. can take up to 48 hours. Transportation can begin only after parent or guardian is contacted by Transportation with bus information, and start date.

****** Any changes to this request need to be pre - approved. ******

Futhermore, we agree that the Johnson City Central School District shall in no way be liable for the safety and care of the above named child once delivered to the bus stop designated for the residence identified above, and we hereby release the Johnson City School District and its agents and employees from any and all responsibility for injuries or damages that might be sustained by the above-named child once said child is delivered to the designated bus stop.

NAME OF PARENT (PLEASE PRINT) _____

SIGNATURE OF PARENT OR LEGAL GUARDIAN _____

HOME PHONE _____

CHILD'S RESIDENCE _____

RESIDENCE OF PARENT (S) / LEGAL GUARDIANS _____

EMERGENCY PERSON TO CONTACT _____

GRADE LEVEL SCHOOL CHILD ATTENDS K-5 3-5 6-8 9-12 CIRCLE ONE

A NEW FORM BY PARENT / GUARDIAN IS NEEDED EACH NEW SCHOOL YEAR PER CHILD

(OFFICE USE ONLY) (HOME BUS # _____)

ALTERNATE SITE FOR DAY CARE BEFORE OR AFTER SCHOOL

If your child will need transportation for **Day Care purposes** to or from an address other than the home address indicated on your bus assignment letter, an Alternate Site Form ***must*** be filled out and returned to the transportation office prior to the start of the alternate transportation. **Previous year's alternate site forms will not be honored, as a new alternate site form is required each year.**

-Alternate sites can take up to 2 days to be processed. *Transportation will not take effect until the parent/guardian has been contacted with busing information.*

-Each student may only have **1** alternate site other than the home address. Each student must have their own form on file.

-Alternate sites are for ***Day Care purposes only.***

-All alternate sites must be within the Johnson City School District and be approved by Transportation Administration prior to processing.

-Scheduling to and from alternate sites must be consistent from week to week unless site is "occasional". We will not honor "every other day" or "every other week" scheduling. If site is "occasional", a phone call must be made to the transportation office each day the site is to be used. No changes will be accepted after 1:45 PM each day.

-If your child's regularly scheduled drop off location will be affected in the event of a half day or early dismissal from school, a parent/guardian must call the transportation office to notify them of that day's drop off location. Otherwise, your child will go to their regularly scheduled location.

Alternate Site Forms can be found on the district website or be acquired through one of the school's main offices.