

Waterville Central School District  
**Memorial Park Elementary School**  
**Grades K-6**

145 E. Bacon Street • Waterville, NY 13480

Phone: 315-841-3700

Fax: 315-841-3718

[www.watervillecsd.org](http://www.watervillecsd.org)

Maureen Gray • Principal

[mgray@watervillecsd.org](mailto:mgray@watervillecsd.org)

**Busing/Child Care Form**

Student(s) Name

Grade

Teacher

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Please X appropriate box for AM & PM busing.

**AM Busing**

**PM Busing**

|           |   |   |
|-----------|---|---|
| Monday    | <input type="checkbox"/> Home <input type="checkbox"/> Child Care | <input type="checkbox"/> Home <input type="checkbox"/> Child Care |
| Tuesday   | <input type="checkbox"/> Home <input type="checkbox"/> Child Care | <input type="checkbox"/> Home <input type="checkbox"/> Child Care |
| Wednesday | <input type="checkbox"/> Home <input type="checkbox"/> Child Care | <input type="checkbox"/> Home <input type="checkbox"/> Child Care |
| Thursday  | <input type="checkbox"/> Home <input type="checkbox"/> Child Care | <input type="checkbox"/> Home <input type="checkbox"/> Child Care |
| Friday    | <input type="checkbox"/> Home <input type="checkbox"/> Child Care | <input type="checkbox"/> Home <input type="checkbox"/> Child Care |

**Home Information**

Home Address \_\_\_\_\_  
House #, Street, Town

Parent/Guardian's Name \_\_\_\_\_

Home Telephone # \_\_\_\_\_ Cell Telephone # \_\_\_\_\_

**Child Care Information**

Child Care Address \_\_\_\_\_  
House #, Street, Town

Child Care Provider's Name \_\_\_\_\_

Child Care Provider's Home Telephone # \_\_\_\_\_ Cell Telephone # \_\_\_\_\_

Please be sure to read and sign the reverse side.

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**Busing/Child Care Form Instructions**

**Child Care Service Criteria**

- Child Care facility must be located within the school district boundaries
- Students may only have a maximum of two (2) bus stop locations: home and child care (if applicable.) These bus stop locations must be on a consistent basis. Bus transfers will not be allowed for activities (ie: Boy Scouts, Girl Scouts, 4-H, birthday parties, etc.), going to a friend's house, or more than one child care site. Therefore, students may only ride a bus to their home or to their pre-assigned child care. We will not drop students off for appointments or places of employment.

Any changes made in your child's daily busing schedule, must be accompanied by a note to your child's teacher. This note must contain the following information:

- DATE OF CHANGE REQUEST
- STUDENT'S FULL NAME
- TEACHER'S NAME
- BUS # THE STUDENT IS COMING *OFF* OF
- NAME, ADDRESS, AND PHONE # OF WHERE CHILD WILL BE GOING
- PARENTAL SIGNATURE

Each year a new Busing/Child Care Form must be filed with the MPS Office and completed by the parent/guardian. These forms **must be received by the MPS Office no later than August 15, 2014.** Thank you!

If child care needs change throughout the school year, a new form must be re-filed with the MPS office to ensure that we are able to maintain accurate data. We will need five working days to implement the child care arrangements. These request forms are available at the MPS Office and our website.

Your cooperation in the timely return of this form will help to ensure the proper transportation of your child to/from their child care provider.

Parent/Guardian's signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE MAIL/FAX/EMAIL COMPLETED APPLICATION TO:**

**Memorial Park Elementary School**

**Attn: BRENDA EVANS**

**145 E. Bacon Street • Waterville, NY 13480**

**Fax (315) 841-3718 • [k6busing@watervillecsd.org](mailto:k6busing@watervillecsd.org)**

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## Walker/Pick-Up Form

Effective Date \_\_\_\_\_

Student(s) Name

Teacher/Grade

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Person(s) picking student up:*

Monday \_\_\_\_\_

Tuesday \_\_\_\_\_

Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_

Friday \_\_\_\_\_

☐ Please check box if your child will be dismissed daily as a WALKER.

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## DISMISSAL

Dismissal is a very busy time of the day, especially for the office. If an emergency arises that requires you to change your child's dismissal plans, please notify the office not later than 1 pm, by emailing Brenda Evans at [k6busing@watervillecsd.org](mailto:k6busing@watervillecsd.org) or faxing to (315) 841-3718. If you call after 1 pm, we cannot guarantee that we will be able to honor your request.

If you plan to pick up your child instead of having them ride the bus, a note **MUST** be sent in with your child on that morning. Thank you for your cooperation.

## PICK UP PROCEDURES AT DISMISSAL (2:20 pm)

Everyone picking up a child is to park in the parking lot to the right of the school, near the Bus Garage. All students are to be picked up in the library, via the library door, located behind the large evergreen tree. Parents and students are to exit the building through that same door. Prior to taking your child, you must sign him/her out. These procedures have been put in place for the safety of our children.

If you have a prearranged meeting with your child's teacher, you must exit the building, via the library door, and reenter through the front office door. We ask that your wait until ALL of the busses have left the front circle before reentering the building. Thank you!

All walkers will be dismissed from the cafeteria after all buses have departed.

Thank you for your cooperation in following these important procedures.

Sincerely,

Maureen Gray  
Principal

Parent/Guardian's signature \_\_\_\_\_ Date \_\_\_\_\_

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