



**SAUGERTIES CENTRAL SCHOOL DISTRICT**

JANE ST. AMOUR, BUSINESS MANAGER

CALL BOX A

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[www.saugerties.k12.ny.us](http://www.saugerties.k12.ny.us)

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January 28, 2021

Dear Parents/Guardians:

Guidelines for transportation to and/or from licensed and unlicensed child care providers are listed on the reverse side of this letter. Additionally, attached is a Child Care Request form for the 2021-2022 school year. **A NEW FORM MUST BE COMPLETED EACH SCHOOL YEAR AND RETURNED TO YOUR CHILD'S SCHOOL (even if your child care arrangements have not changed).**

If you have any questions in regard to these guidelines or completing the form, please call this office at 247-6520.

The most important aspects of these guidelines are:

- Requests for transportation to and/or from a licensed or unlicensed child care provider for the 2021-2022 school year must be requested on a yearly basis and submitted by April 1, 2021. Requests submitted after April 1, 2021 may or may not be approved depending on established transportation routes and/or class section sizes.
- Requests for transportation to a licensed or unlicensed child care provider must be for five (5) days a week (to school and/or from school) for the entire school year (BOE Policy 5720).
- By completing a child care form parents are certifying their child will be at the child care provider's residence before and/or after school. The District may, at its discretion, request verification of use of said child care provider, which may include but is not limited to a signed affidavit from the provider.

Parents and guardians who need information regarding licensed child care providers in the Saugerties Central School District may call the Family Child Care Resource Center at 331-5197.

Sincerely,

Jane St. Amour  
Business Manager

JSA/ctw  
Attachment

## **GENERAL PROVISIONS**

Transportation to and/or from licensed or unlicensed child care providers must be requested in writing by the child's parent or legal guardian by no later than April 1<sup>st</sup> preceding the next school year. A REQUEST MUST BE SUBMITTED EVERY YEAR. In the event a family moves into the School District after April 1<sup>st</sup>, the request must be made within thirty days of establishing residency in the School District.

In no event will the School District transport students between a children care location, whether licensed or unlicensed, and a child's home.

Students using a licensed or unlicensed child care provider must meet the established eligibility requirements for transportation. Parents and/or guardians must notify the School District of all child care arrangements.

## **LICENSED CHILD CARE PROVIDERS**

The District will transport students in Grades K-8 to licensed child care providers (pursuant to the Social Services Law) who are located anywhere within the boundaries of the School District. The student normally would attend the school within the attendance zone in which he/she resides; however, a parent may request in writing that the student attends the school in the attendance zone of the licensed child care provider.

A request for transportation to a licensed child care provider must be for five (5) days a week (to school and/or from school) for the entire school year.

## **UNLICENSED CHILD CARE PROVIDERS**

The District will transport students in Grades K-8 to unlicensed child care providers only if the child care provider is located within the attendance zone of the school the student attends. However, a parent may request in writing that a student attend an unlicensed child care provider in a different attendance zone than the attendance zone of the student's residence. In this exception, the student would attend the school in the attendance zone of the unlicensed child care provider only if it were in the best interest of the student, there is room in the student's grade level, there is no additional expense to the School District and the transfer is for the entire school year.

By completing a child care form the parents are certifying that their child will be at the child care provider's residence before and/or after school. Do not complete a form without the intention of using the specified child care provider. The District may, at its discretion, request verification of use of said child care provider, which may include but is not limited to a signed affidavit from the provider.

A request for transportation to an unlicensed child care provider must be for five (5) days a week (to school and/or from school) for the entire school year.

SAUGERTIES CENTRAL SCHOOL DISTRICT

CALL BOX A \* SAUGERTIES, NY 12477 \* (845) 247-6520

2021-2022 CHILD CARE APPLICATION

Please complete and return this form to the school your child attends. A NEW FORM MUST BE COMPLETED EACH SCHOOL YEAR (even if your child care arrangements have not changed).

School: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Student's Physical Address: \_\_\_\_\_

Grade (2021-22 school year): \_\_\_\_\_ Home Phone: \_\_\_\_\_

New Residents-Previous School District: \_\_\_\_\_ Date moved into SCSD: \_\_\_\_\_

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

Physical Address of Provider: \_\_\_\_\_

\_\_\_\_\_ My child will attend school FROM the provider's home.

\_\_\_\_\_ My child will go TO the provider's home after school.

\_\_\_\_\_ My child will attend school FROM AND RETURN TO a child care provider.

If PM child care is NOT the same as AM, please note PM provider's name and address below.

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

Physical Address of Provider: \_\_\_\_\_

- Important - Please note the following:

APRIL 1, 2021 is the deadline for submitting Child Care Applications; or within 30 days of establishing residence in the District. Applications must be filed annually and any requests received after the April 1st deadline may or may not be approved.

I understand this child care arrangement is for five (5) days a week for the entire school year.

Parent / Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

(please print)

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

----- Below for District use only -----

Date Received: \_\_\_\_\_