

**Waunakee Community School District
2011-12 School Year
REQUEST FOR ALTERNATE PICK UP/ DROP OFF**

Please see Page 2 for directions on completing this form and for information on fees.

CHILD'S INFORMATION (One child per form)			
Full Name	DOB	Sex	M F
Grade Level 2011/12	School Building		
Parent/Guardian Name		Home Phone #	
Home Address		Work Phone #	
CHILD'S INFORMATION (If more than one home address)			
Parent/Guardian Name		Home Phone #	
Home Address		Work Phone #	
ALTERNATE PICK UP REQUEST (Before School)			
Days Requested (circle) M T W T F		Responsible Adult & Phone #:	
Address Requested			
ALTERNATE DROP OFF REQUEST (After School)			
Days Requested (circle) M T W T F		Responsible Adult & Phone #:	
Address Requested			
Parent/Guardian Signature:		Date:	
District Approval:		Date:	

******Important Policy for 2011******

For safety reasons, pick-up or drop-off locations other than home must be requested in writing by parents/guardians via this district form. This request must be submitted to the bus contractor before the routes are finalized for the 2011-12 school year. Bus routes and pick-up/drop-off locations will not change during the first week of school. (September 1st -9th)

Requests received after the bus routes are finalized will be reviewed for consideration after the first week of school is finished.

Alternate Bus Requests for the 2011-12 school year - Due Friday, August 19, 2011

Requests received between August 22nd, & September 9th will not begin until September 12th.

Please mail or fax request to:

Lamers Bus Lines
217 Raemisch Road
Waunakee, WI 53597
Phone: (608) 850-5253, 1-877-598-5253, Fax (608) 850-5699

**Waunakee Community School District
2011-12 School Year
REQUEST FOR ALTERNATE PICK UP/ DROP OFF**

Directions:

Please complete this form (One form per child) if you are requesting a pick up or drop off of your child(ren) other than your home address.

- 1. For safety reasons, only 2 pick up/drop off locations will be permitted (including home) and schedules must be consistent week to week. Varying schedules will not be permitted except in emergencies. Changes in schedule must be approved by the bus company.**
2. Childcare providers must be on established routes, and there will be no additional stops or overloading of buses for the purpose of transportation to childcare providers. If the bus fills with students whose homes are on the route, transportation to childcare providers will no longer be available.
3. Transportation fees apply to families when your home is not eligible for busing or when the childcare provider's location is not eligible for busing. Please see below for details.

According to School Board Policy, fees may apply in the following situations:

1. Your home is not eligible for transportation (within 1.0 mile of school for K-4 and within 1.75 miles for 5-12) and you are requesting daycare transportation to an eligible daycare provider.
Example: You live .25 miles from Heritage Elementary School and are requesting transportation to a daycare provider in the Town of Westport.
2. Your home is not eligible or is eligible for transportation but you are requesting transportation to an ineligible daycare provider (licensed daycare provider with more than 17 students within 1.0 mile of school for K-4 and within 1.75 miles for 5-12).
Example: You live .25 miles or 1.25 miles from Heritage Elementary School and are requesting transportation to an ineligible daycare provider with more than 17 students within the 1.0 mile limit.

The following fee schedule applies to these requests:

The following fee schedule applies to these requests:

\$125 per year per student- 1-way transportation or \$.69 per day
\$250 per year per family – 1-way transportation or \$1.38 per day
\$250 per year per student- 2-way transportation or \$1.38 per day
\$500 per year per family – 2-way transportation or \$2.76 per day

Payment is pro-rated for requests less than a full-week.

An invoice will be mailed home, from the Waunakee School District, if the fees are applicable.

Please include payment made out to the Waunakee Community School District and mail to:

Waunakee Community School District
Attn: Rebecca McDonough
905 Bethel Circle
Waunakee, WI 53597

Any questions can be directed to Rebecca McDonough at (608) 849-2491.