*[www.naplescsd.org](http://www.naples.k12.ny.us)* Transportation Department

136 North Main Street •Naples, New York • 14512

(585) 374-7945

Dear NCS Parents and Guardians:

With student safety and wellbeing in mind, we have developed this new standardized form to ensure we are accurately transporting your child to and from school each day. As the upcoming school year quickly approaches, please complete this form and return it to April Sanko (Head Bus Driver) in person, by email ([asanko@naplescsd.org](mailto:asanko@naplescsd.org)), or by mail (136 N. Main Street, Naples, NY 14512) by **August 8th*.***

Because we will be processing a large number of forms in a relatively short period of time, we are asking parents to honor this date so that we may plan our bus routes as efficiently as possible. **Please note, effective with the 2018-2019 school year families will only be allowed one pickup location and one drop off location. In the event your family schedule changes a parent or guardian will be responsible to drop off/pick up their child at the designated location. In the rare case of this happening, you are also welcome to drop off/pick up at the school if it is more convenient. Due to our ongoing focus on student safety, we will no longer be able to take permanent transportation information over the phone or by a note sent in with your child. The only note that may be sent in is if you are picking up your child from the school.**

* A separate application is required for **EACH** student.
* A new application is required for **ANY** change that is made during the school year. (ex: You move to a new address)
* A new application is required **EVERY** school year.

***If we do not receive an application from you, our buses will transport your child to and from his or her home address.*** In addition, while we have spent a tremendous amount of time this summer carefully planning our bus routes, we all know that the start of a school year can be a bit hectic for everyone. As we smooth out the timing of our routes, your child may arrive home a few minutes earlier or later than usual during the first few days of school.

Thank you as always for your support, and for helping us ensure a safe and smooth start to the school year. If you have any questions about our new process, please feel free to contact the number above with any questions. You can also email us at [asanko@naplescsd.org](mailto:asanko@naplescsd.org) or [chunt@naplescsd.org](mailto:chunt@naplescsd.org) Please keep a copy of this letter for your records. Enjoy the rest of your summer vacation!

Chad Hunt - Director of Facilities, Transportation, and Athletics

Kristina Saucke - Elementary School Principal

Elizabeth Ashton - High School Principal

Christine Green - Administrative Intern

Directions: **Please Print and return by email, mail or in person by Wednesday, August 8th. Thank you!**

1. Daycare / Alternate site address must be located within the Naples Central School District.
2. Complete an application for EACH child.
3. If your permanent home / alternate location changes, a new application is required.
4. A new application must be completed each year.

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**Student Information**:

Child's first and last name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Birth Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Male / Female: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_

Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Pickup Location:**

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent / Guardian Responsible: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Drop Off Location (Including Late Run):**

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent / Guardian Responsible: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Parent / Guardian Information:**

Name of Parent / Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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