



WASHINGTONVILLE CENTRAL SCHOOL DISTRICT

52 West Main Street, Washingtonville, New York 10992
PHONE 845.497.4000 • FAX 845.497.4030 • www.wcsdk12.org

Larry Washington, Ed.D., *Superintendent of Schools*
Sandra A. Clohessy, CPA, *Assistant Superintendent for Business*
Paul Nienstadt, *Assistant Superintendent for Operations and Safety*
Barbara Quinn, *Assistant Superintendent for Curriculum and Instruction*
Stephanie Bryan, *Director for Pupil Personnel Services*
Joseph Catania, *Director of Data Management and Technology*
Lynn Imperato, *Director of Personnel and Staff Development*

February 2024

Dear Parent/Guardian:

This letter contains important information regarding transportation for Private & Parochial Schools, as well as Daycare Requests. Please know that according to Education Law, all requests for Daycare Transportation and Private & Parochial Transportation must be submitted for each school year.

Requests for **Private and Parochial Transportation** must be **received by April 1st** of the preceding school year. If you are unsure of what school your child will be attending, please fill out a form for a school you may be considering. Your child can always be removed at a later date.

All requests for Daycare must be received by August 15th to guarantee desired busing for the upcoming school year.

Please be sure to submit forms in a timely matter to ensure transportation. For your convenience forms are on the Transportation Section of the Washingtonville CSD (WCSD) website at www.wcsdk12.org. (Forms are also attached for easy access)

As a reminder the Washingtonville CSD does not transport on days when WCSD is not in session. (WCSD Board Policy attached) The WCSD 2024-2025 student calendar, *outlining days the district is offering bus transportation*, has been approved by the Board of Education and is attached. Please know that it can also be found on the district website in the upcoming months. Kindly check the website for updates.

We hope this information is helpful and look forward to a safe year transporting your child. If you should have any questions, please feel free to contact our office.

Sincerely,


Ralph Perez
Supervisor of Transportation

ajm
Enclosures

cc Dr. L. Washington
P. Nienstadt

WASHINGTONVILLE CENTRAL SCHOOL DISTRICT

APPLICATION FOR TRANSPORTATION

Based Upon Section 3635 of the Education Law for Transportation

Requests for Transportation Must Be Made **BY APRIL 1, 2024**

I HEREBY REQUEST TRANSPORTATION FOR THE 2024/2025 SCHOOL YEAR FOR MY CHILD NAMED BELOW:

Name of Pupil _____	DOB _____	SEX _____
Ethnicity _____ <i>White (non-Hispanic)</i> _____ <i>Black (non-Hispanic)</i> _____ <i>Hispanic</i> _____ <i>Asian (Pacific Islander)</i> _____ <i>American Indian (Alaskan Native)</i>		
Street Address _____ <i>(Or actual location of residence/closest intersection)</i>		
Names of Parents/Guardians _____		
Mailing Address _____		
Home # _____	Work # _____	
Cell # _____	E-Mail _____	
Emergency Contact: Name _____		Phone _____
School Attended 2023-2024 _____		

PROOF OF RESIDENCY REQUIRED – TAX BILL/UTILITY BILL or LEASE AGREEMENT

NAME of SCHOOL (PRIVATE/PAROCHIAL) to which TRANSPORTATION IS REQUESTED for 2024-2025	
SCHOOL _____	GRADE _____
ADDRESS _____	
_____	_____
DATE	SIGNATURE OF PARENT/GUARDIAN

CHILDREN ENTERING KINDERGARTEN, MUST BE FIVE YEARS of AGE by DECEMBER 1st

DOCUMENTS NEEDED by APRIL 1, 2024

- ✓ **BIRTH CERTIFICATE** needed for NEW STUDENTS and KINDERGARTENERS
- ✓ **PROOF of RESIDENCY** needed (*such as Lease, Utility Bill, Pay Stub, Photo ID*)

Return form and documents by **APRIL 1, 2024** to

OFFICE of CENTRAL REGISTRATION
52 West Main Street
Washingtonville, NY 10992

USE A SEPARATE FORM FOR EACH CHILD
Forms will not be accepted without proof of residency



WASHINGTONVILLE CENTRAL SCHOOL DISTRICT
TRANSPORTATION DEPARTMENT

DAYCARE REQUEST FORM
2024-2025 SCHOOL YEAR

DATE _____

SCHOOL _____ GRADE _____

STUDENT NAME _____ PHONE _____

HOME ADDRESS _____

E-MAIL ADDRESS _____

PICK-UP and/or DROP-OFF DAYCARE LOCATIONS **MUST BE** the
SAME LOCATION **FIVE (5)** DAYS a WEEK
 Allow 1-3 days for processing as same day cannot be guaranteed

AM PICK-UP ADDRESS _____

PM DROP-OFF ADDRESS _____

DAYCARE CONTACT NAME _____

DAYCARE PHONE _____

PARENT/GUARDIAN _____

PRINT NAME

PARENT/GUARDIAN SIGNATURE

EFFECTIVE DATE _____

RETURN FORM by AUGUST 15, 2024

Requests submitted after deadline will require 10 working days to process

- **MAIL** WCS D Transportation Office, 50 West Main Street, Washingtonville, NY 10992
- **FAX** 845.497.4006
- **E-MAIL** daycare-request@wcsdk12.org

Any questions, call (845) 497.4000 Ext 27132 or Ext 27134

F O R O F F I C E U S E O N L Y

PICK-UP RT _____ DROP-OFF RT _____



Book	Policy Manual
Section	Section 5000-Non-Instructional Business Operations
Title	Scheduling & Routing
Code	5720
Status	Active
Adopted	February 20, 2007

Bus routes and bus stops shall be established annually by the Transportation Supervisor within the limitations of Board Policy and in conformity with school attendance areas and the maximum capacity of the buses to be used. Any requests for a change in bus route or bus stop must be submitted to the Superintendent or his/her designee.

Transportation services shall be provided to meet the needs of the students of the District within specified limits and areas established by the Board of Education. It is the intention of the Board of Education to have all (non-public) schools follow the Washingtonville Central School District calendar for transportation requirements. Therefore, the District will not transport students to nonpublic schools on days when District schools are closed, except as required by law. The District will notify nonpublic schools of the District's calendar for the following school year after approval by the Board of Education.

Wherever possible, bus routes will be limited to major public transportation arteries in the District and deviation from them will occur only when the location of bus stops would create a hazard to the bus and its passengers.

It shall be the policy of the Washingtonville Board of Education to review periodically, and revise where necessary, all bus routes so as to insure that the routes are planned in the most efficient and economical way possible.

Education Law Sections 3620-3628, 3635 and 3636

DRAFT

WASHINGTONVILLE CENTRAL SCHOOL DISTRICT

2024-2025 Student Calendar

Approved by the Board of Education on:

	September 2024	February 2025																																																																																												
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182 School Days
 4 Conference Days
 186 Total

*Make up days if necessary, will begin with
 March 6, June 27, April 21*

- Conference Day - (No School for Students)
- School Holiday
- Regents Exam
- Early Dismissal