



IMPORTANT REMINDER: THE DEADLINE FOR 2018/19

SITTER/DAYCARE BUSING APPLICATION TO BE MADE PRIOR TO MAY 31ST, 2018

May, 2018

Dear Parents & Guardians:

Student Transportation Services of Central Ontario is the organization responsible for overseeing student busing for your School Board. To assist families who would like transportation from an alternate address, such as a Daycare or Babysitter's address and whose children are either eligible or **not** eligible for transportation under School Board Policy as a result, this letter is intended to clarify Board Policy and the process for applying for Alternate Address transportation.

"Alternate Address" (Sitter/Daycare) or "Space Available" busing for the 2017/2018 school year **expires on June 30th, 2018**. The deadline to apply for any possible alternate address or space available busing for the 2018/2019 school year is **May 31st, 2018**. **Applications received after May 31st, 2018 may not be processed until October 1st, 2018 or later if your home address is out of boundary or within the walk zone of your school and you are requesting busing from a Sitter/Daycare address.**

To assist you, we would like to provide the following information concerning the application process:

- **Applications must be submitted annually.** There is no guarantee of available seating each year for any ineligible student regardless of whether they have received transportation in previous years. Students, who have been authorized to be bused to school from an alternate address, may apply for possible transportation yearly at www.stsco.ca. Students **may** be approved to use the closest available bus stop on a route provided that:
 - **There are no additional costs incurred by the board.**
 - **Service to eligible students on the bus route will not be affected.**
 - **There is unassigned space available on the bus.**
 - **The route and or stop continues to be required by eligible students (stops and routes are reviewed yearly and are subject to change).**
- **If awarded a space available seat**, it is the parents' responsibility to get the students to and from the assigned bus stop.
- **Not all requests can be accommodated.** Everyone, who has entered a valid email address, will receive an email in the middle of July, requesting parents to check the status of your transportation request online at www.stsco.ca using the "Parent Login" link on the Home Page. Please refrain from contacting the STSCO office directly to get an update on your application, unless your child is a Pre-registered JK. It is the parents' responsibility to provide transportation for ineligible students. Please be sure to make alternate arrangements as each year there are many students whose applications for transportation cannot be accommodated from the sitter/daycare's address through STSCO, especially when your home residence is out of boundary or within the walk zone and your child needs to get from the daycare/sitter to school.
- **We request that you include an active email address** where you can be contacted concerning your application.
- **Applications for transport concerning Sitter/Daycare (or alternate address) locations that are out of bounds to your school, only require a Sitter/Daycare application. They do not require an out of boundary application.**
- **Remember: Applications are dealt with on a first come first serve basis each school year. As noted, applications must be made prior to May 31st annually.** Please visit the STSCO website and use the Sitter/Daycare application link for the next school year which is available around the beginning of February each year.

Please keep in mind that our first priority is to accommodate eligible students. These are students who live within their school's boundary/catchment area and outside that school's walk zone. This alternate address Memorandum is provided in order that families can make informed decisions regarding their children's attendance at the school of the family's choice.

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