

BRICK TOWNSHIP PUBLIC SCHOOLS

Bus Stop Change Requests for Day Care or Babysitter

Parents/guardians may request a permanent bus stop change for a child who attends the same approved day care or babysitter **five (5) days per week for the entire school year**. Temporary, part-time, or occasional changes cannot be accommodated.

How to Request a Bus Stop Change

1. Visit your child's school in person.
2. Submit a signed letter requesting the bus stop change.
3. Complete and sign the Bus Stop Change Form. The school will verify your identification.
4. After the principal approves the request, the school will forward the form and letter to the Transportation Department.
5. Transportation will notify the school once the new bus stop has been scheduled. Please allow up to **48 hours** for processing.

Information Required

Your request must include:

- Student's name
- Home address
- Grade
- School
- Description of the requested change
- Parent/guardian contact phone number
- Babysitter or day care name
- Babysitter or day care address
- Babysitter or day care phone number

Eligibility Requirements

Transportation will be provided only if:

- The babysitter or approved day care is located within the student's sending school's attendance boundaries.
- The student resides in an area eligible for transportation.
- A seat is available on the assigned bus.

Additional requirements:

- Transportation is provided only to an **approved day care** or a babysitter's residence. Bus service is **not** provided to other businesses.
- Students who are classified as **walkers are not eligible** for transportation to a day care or babysitter.
- Parents should review the District's **Nursery Day Care Sending School Listing** before selecting a day care.

Processing Timeline

To have the bus stop change in effect for the **first day of school**, completed forms must be received by **August 1**.

Requests received after August 1 will be processed as quickly as possible. Once approved, families can expect an email confirmation and information regarding the new stop.

Please be patient during the start of the school year, as processing times may be longer. Student safety remains our highest priority.