

Day Care Provider Form Instructions & Frequently Asked Questions

Before completing a request, please ensure that the bus stop you are requesting that your child be dropped off at is an eligible stop for the school your child attends.

Once the form is completed it must be received by the transportation department for approval. Forms can be submitted to the attending school, however, please note that the transportation department does not always receive the form the same day. It may take up to 3-5 days for a form to be approved. If you have a question on whether your request has been approved, please contact the transportation department at 734-848-9357 or 734-848-9303

When is a Day Care Provider Form required?

A daycare provider form is required any time a child needs to be transported to an alternate bus stop. Handwritten notes and phone calls are not acceptable. One time only requests still require a Day Care Provider form to be completed.

What if my child needs to get off at an alternate bus stop only one time?

In order to protect your child's safety and security, a Day Care Provider form **MUST** be completed, even for a one time drop off.

What if I do not complete a Day Care Provider Form?

Failure to complete a form will result in denial of an alternate bus stop request. Only on rare occasions may the Supervisor of Transportation approve a request without a Daycare Provider form being completed.

Who is the Care Provider?

The care provider is the owner of the household at the address the student will be getting dropped off at. The Care Provider's name, address, and telephone number are required. Failure to complete this information will result in denial of your request.

How long will a Day Care Provider Form be accepted?

A daycare Provider Form is valid through the dates requested. A completed and approved form will not be carried into the following school year. A new form must be completed for each school year.