

Guideline Number	Topic		
8600.005	Pupil Transportation Service to and/or from Daycare /Alternate Site		
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Statement
<p>The administration may consider providing pupil transportation service to and/or from a daycare/alternate site other than a student’s official primary home address. To be considered, the student must first be eligible to receive pupil transportation service to their school of attendance from their official primary home address.</p>
Procedures
<p>Pupil transportation service to and/or from a daycare/alternate site <i>may</i> only be granted under specific conditions. A parent or guardian should carefully consider whether each of the following conditions can be met before applying online (see below) for pupil transportation service to the daycare/alternate site:</p> <ul style="list-style-type: none"> <li>• The requested daycare/alternate site is eligible for transportation to the same school of attendance as the student’s official primary home address.</li> <li>• Service to the alternate address can be accommodated using an existing bus route servicing the school. (No new bus routes will be created to accommodate a daycare/alternate site.)</li> <li>• A student may be approved for only one (1) daycare/alternate site for morning and/or afternoon.</li> <li>• Pupil transportation service to and/or from the daycare/alternate site will only be provided when the request is for a consistent weekly basis, in the same manner for each school day of the week, in any combination of the following:             <ul style="list-style-type: none"> <li>- All morning and afternoon service is provided from/to the daycare/alternate site; or,</li> <li>- Morning service from the daycare/alternate service address and all afternoon service to the official primary home address; or,</li> <li>- Morning service from the official primary home address and all afternoon service to the daycare/alternate service address; or,</li> <li>- Morning service from the daycare/alternate service address and no transportation (parent transport) in the afternoon; or,</li> <li>- No transportation (parent transport) in the morning and afternoon service to the daycare/alternate service address.</li> </ul> </li> <li>• A parent or guardian applies for use of an alternate address on an annual basis, on a timeline, and in accordance with procedures established by the Director of Transportation.</li> <li>• A parent or guardian carefully considers the capability and maturity of their child to manage the alternating schedule, given that the school will not guarantee boarding assistance on a daily basis and the bus driver is not responsible for managing alternating schedules.</li> <li>• A parent or guardian, and their student, accepts all responsibility for management of the alternating schedule, boarding the correct bus and disembarking at the correct assigned bus stop location.</li> </ul>

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Requests for pupil transportation service to and/or from a daycare/alternate site should be submitted to the Transportation Department annually using the **Transportation Change Request Form** tab on the West Ottawa [Transportation Department website](#). Requests require a minimum of three (3) working days for processing.

Approved requests expire at the end of the school year and must be resubmitted each new school year.

Transportation may be requested for before and/or after school to one of the following licensed daycare sites in the respective attendance area as listed below:

Pine Creek Elementary – **Childtime Learning Center**, 163 Panther Dr, Holland, MI  
 Hours: 5:30a-6:00p – Age limit: 0-12 yrs  
 Tel: (616) 796-6650

Woodside Elementary – **Little Kingdom Warriors Academy, LLC**, 198 James St, Holland, MI  
 Hours: 5:30a-6:00p – Age limit: 0-12 yrs  
 Tel: (616) 377-7281

Before school (beginning at 6:00a) and after school (until 6:00p) childcare is also available for West Ottawa students through 5<sup>th</sup> Grade at each of the following YMCA West Ottawa childcare sites:

Lakeshore Elementary – **YMCA Child Care at Lakeshore**, 3765 N 168th Ave, Holland, MI  
 Snow days and school calendar breaks: 6:00a-6:00p  
 Tel: (616) 786-1479

Lakewood Elementary – **YMCA Child Care at Lakewood**, 2134 W Lakewood Blvd, Holland, MI  
 Snow days and school calendar breaks: *Open at Lakeshore Elementary*  
 Tel: (616) 786-1479

Waukazoo Elementary – **YMCA Child Care at Waukazoo**, 1294 W Lakewood Blvd, Holland, MI  
 Snow days and school calendar breaks: *Open at Lakeshore Elementary*  
 Tel: (616) 786-1479

AM-only transportation from YMCA Child Care sites to several elementary buildings may be available. Contact the Transportation Department for more information.

For more information on a variety of transportation issues, please refer to the **Frequently Asked Questions (FAQ)** tab on the [Transportation Department website](#).