



TRANSPORTATION DEPARTMENT

PORTAGE TOWNSHIP SCHOOLS
3300 AIRPORT ROAD PORTAGE, INDIANA 46368
OFFICE: (219)763-8080 FAX: (219)763-3302

TANYA CORBETT
DIRECTOR
DeWAYNE ELLIS
ASSISTANT SUPERVISOR

Portage Transportation Child Care Policy:

- A transportation request form must be filled out through the school of residence for your student.
- Your student may have one stop in the AM and another in the PM but both **must** be 5 days a week. (As an example; Your student **MAY NOT** take the bus to the club on Tuesday and Thursday and take the bus home on Monday, Wednesday and Fridays)
- If it is necessary for your student to come home instead of after school care then he/she **MUST** be 'parent transport'.
- At the beginning of each trimester (*check your school calendar for dates*) parents have a one week window to register their student(s) to start school transportation to the after school care facility. Once that one week window has passed at the beginning of each trimester, we do not accept any additional students **UNLESS** they are newly enrolled students into the Portage Township Schools. (Students currently using and continuing to use after school transportation **do not** need to re-enroll for the 2nd or 3rd trimesters.)
- If a student has enrolled for the after school care and then they decide they no longer want to attend; that change can take place **BUT** they cannot start going back again until the beginning of the next trimester. Your student's school and the transportation department (219-763-8080) need to be contacted with any change.
- These rules have been the policy since the 2012-2013 school year. They were put in place to secure the safety of all students. This policy assures that we all know where each student will be on any given day.

This policy is in place for the safety of all children.

Thank you for your understanding and cooperation.