

Date Received \_\_\_\_\_

**Transportation Request**

**It is imperative that each applicable question be answered to ensure accurate transportation services.**

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Home Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Parents Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Current school year pick-up:  home,  neighborhood stop

- |  |  |
|--|--|
| <input type="checkbox"/> I do not require transportation.  | <input type="checkbox"/> I require A.M and P.M. transportation |
| <input type="checkbox"/> I require A.M transportation only | <input type="checkbox"/> I will drop off child at 8:30 a.m.    |
| <input type="checkbox"/> I require P.M transportation only | <input type="checkbox"/> I require a wheelchair lift vehicle   |

→ **Will participant be attending Extended School Year/FCPS Summer School?**  yes,  no

If yes, provide location: \_\_\_\_\_ . **If you do not currently know the site please contact Therapeutic Recreation Services with this information A.S.A.P.**

**Other:** \_\_\_\_\_

Please be aware that the transportation ride may last up to 1½ hours one way and air conditioned buses are not always guaranteed.

**Pick up:**

→ **Is the morning pick-up location different from the home address?**  yes,  no

If yes, provide the care provider's name, phone number of residence, and address of where the child is to be picked up in the morning:

Name of responsible adult who will be with the child: \_\_\_\_\_ phone: \_\_\_\_\_  
 Address: \_\_\_\_\_

**Drop Off:**

→ **Is the return afternoon drop-off location different from the home address?**  yes,  no

If yes, provide the care provider's name, phone number of residence, and address of where the child is to be returned in the afternoon.

Name of responsible adult who will be with the child: \_\_\_\_\_ phone: \_\_\_\_\_  
 Address: \_\_\_\_\_

- |  |                               |                             |
|--|-------------------------------|-----------------------------|
| 1) Does your child have seizures   | <input type="checkbox"/> yes, | <input type="checkbox"/> no |
| 2) Will you be providing a car seat for your child                       | <input type="checkbox"/> yes, | <input type="checkbox"/> no |
| 3) Any difficulties in getting your child on/off the bus                 | <input type="checkbox"/> yes, | <input type="checkbox"/> no |
| 4) Child can be released unattended (i.e., without parental supervision) | <input type="checkbox"/> yes, | <input type="checkbox"/> no |

\_\_\_\_\_  
 Signature of Parent

**FCPS Transportation will notify you of the a.m. pick-up and the p.m. drop-off times no later than 2 days before the start of the program.**

**For Office Use Only:**

ESY/SS,  AM only,  PM only,  AM & PM

Program:  Adventure,  Explorers,  Leisure,  Elementary,  Teen/Young Adult

Lift vehicle \_\_\_\_\_ Grid # \_\_\_\_\_ Tentative Placement: \_\_\_\_\_

Enrolled for  all 6 weeks,  wk1,  wk2,  wk3,  wk4,  wk5,  wk6

TRS Contact Person: \_\_\_\_\_

Change Made: _____	Date: _____
Change Made: _____	Date: _____

## Important Transportation Information for Parents

### Parent/Caregiver Responsibilities:

- If a child is too small to benefit from a regular seat belt, parents are required to provide a car seat.
- Parents are responsible for putting their child on and off the bus when it arrives at the home (Please be patient and flexible with the pick-up and drop-off times the first 2 weeks of camp)
- Drivers will call parents the weekend before camp begins to give them their estimated morning/afternoon pick-up and drop-off times.
- Due to the daily fluctuation in afternoon drop-off times parents are required to be at the home to receive their child **by 3 p.m.**, unless they have given permission for their child to be released unattended (as indicated in question 4 on the transportation request form).
- Parents are responsible for placing a name tag on their child for the first three days of camp.
- This year Special Education transportation will not transport medication on buses. Parents must bring their child's medication directly to their Therapeutic Recreation Services (TRS) camp site.
- Parents must notify the Bus Driver or the TRS office (703-324-5532) as soon as possible if their child will not be attending for the day.
- Parents must notify the TRS office ASAP if there are any changes to their child's transportation request.  
**Changes can take up to 3 days to make!**

Is your child planning on attending the Extended School Year (ESY) or Summer School (SS)? If so please read the following:

- You **MUST** let the TRS office know, as soon as you know, which site your child will be attending during ESY or SS.
- TRS is **NOT** responsible for arranging ESY or SS transportation. You must work that out with your child's school.
- Please see the following grid (reads left to right) to help identify and coordinate your child's summer transportation needs.

ESY/SS program child is attending with dates	ESY/SS dates that overlap with TRS camp weeks <small>(see program information flyer for TRS dates/weeks)</small>	Available Transportation <b>TRS</b> is responsible for coordinating (if child is attending all 6 weeks of TRS camp)	Available Transportation <b>parent</b> is responsible for coordinating with child's school
<b>Elementary ESY</b> July 12- Aug 5	July 11 – Aug 4 (TRS Weeks 2-5)	<ul style="list-style-type: none"> <li>• AM &amp; PM transportation weeks 1 &amp; 6</li> <li>• PM transportation ONLY weeks 2-5 (ESY weeks)</li> </ul>	<ul style="list-style-type: none"> <li>• AM transportation during ESY weeks (TRS weeks 2-5)</li> <li>• After school drop-off from ESY site to TRS camp site (indicate this on the summer school STARS form)</li> </ul>
<b>Secondary ESY</b> July 12 – Aug 12	July 11 – Aug 11 (TRS Weeks 2-6)	<ul style="list-style-type: none"> <li>• AM &amp; PM transportation week 1 ONLY</li> </ul>	<ul style="list-style-type: none"> <li>• AM &amp; PM transportation during ESY weeks (TRS weeks 2-6)</li> </ul>
<b>Kilmer Center Summer School</b> July 7 – Aug 4	July 11 – Aug 4 (TRS Weeks 2-5)	<ul style="list-style-type: none"> <li>• AM &amp; PM transportation weeks 1 &amp; 6</li> <li>• PM transportation ONLY weeks 2-5 (summer school weeks)</li> </ul>	<ul style="list-style-type: none"> <li>• AM transportation during summer school weeks (TRS weeks 2-5)</li> <li>• After school drop-off from summer school site to TRS camp site (indicate this on the summer school STARS form)</li> </ul>
<b>Key Center Summer School</b> July 11 – Aug 5	July 11 – Aug 4 (TRS Weeks 2-5)	<ul style="list-style-type: none"> <li>• AM &amp; PM transportation weeks 1 &amp; 6</li> <li>• PM transportation ONLY weeks 2-5 (summer school weeks)</li> </ul>	<ul style="list-style-type: none"> <li>• AM transportation during summer school weeks (TRS weeks 2-5)</li> <li>• After school drop-off from summer school site to TRS camp site (indicate this on the summer school STARS form)</li> </ul>