

**“GREEN FORM”**

Chicago Public Schools – Bureau of Student Transportation Services  
**Chicago Park District – Park Kids Program Request**  
 School Year 2011 - 2012

**PLEASE NOTE:** Transportation to Chicago Park District – Park Kids Programs is not funded by the Chicago Public Schools and therefore, not part of the transportation program. However, an accommodation for limited transportation may be approved as defined in the following policies. This form must be completed each school year. *There is no after school only transportation to park districts, Chicago Park Kids program sites, or daycare facilities during the summer.*

Parents/guardians may use this form to request limited bus service for their child/children to an approved Chicago Park District – Park Kids Program site. Return the completed form **by June 3, 2011**, to the school office as part of the “Application for Bus Service”. Approved Chicago Park District – Park Kids Program Sites available for selection by students attending each school will be available at: <http://www.cps.k12.il.us/Parent/transportation.html>. **Service may not begin at the start of school; therefore, parents are responsible for transporting their child to a Park Program until a determination has been made regarding their application for service.**

**Policies for Limited Bus Service to Park Kids Program Sites**

1. The Chicago Park District identifies parks with approved Park Kids Programs. The Bureau of Student Transportation, in cooperation with the principal of each school, identifies the approved park sites eligible for selection by students at each school based on proximity to the bus routes serving the school. Parents are advised to make sure the Park Program they chose is on the approved park sites list BEFORE paying the program fee. Please see the principal or the web site (above).
2. Park Kids Program sites will be added as stops on the regular bus routes in the PM. Regularly scheduled bus routes will be adjusted slightly in the afternoon to serve the approved Park Kids Programs within the neighborhoods served, on a space-available basis.
3. Students eligible for bus service must use the same bus route in the PM for service to a Park Kids site that they are assigned to ride in the AM.
4. Parents of students eligible for bus service and assigned to a bus route may request for them to be dropped off in the afternoon at an approved Chicago Park District – Park Kids site under the following conditions.
  - a. Space is available on the bus and the stop change is permanent five days a week. Principals must be comfortable that different bus stops in the AM and PM can be used safely. Therefore, principals are not required to approve these requests.
  - b. An individual bus route will be modified to serve not more than two Park Kids program sites.
  - c. To receive bus service, Park Kids Programs must be located at least one mile from the school and be located near (within 10 city blocks) an existing bus route.
  - d. Requests for bus service to therapeutic parks will be evaluated on a case by case basis, after review of the special education student’s IEP.
5. Parents of students not eligible for bus service may request for them to be dropped off in the afternoon at an approved Chicago Park District – Park Kids site served by eligible students **on a space available basis.**
6. A route must have available seats for students to be added for the Park Kids Program(s). No additional bus routes will be added to serve Park Kids Program(s) without the school providing the funding source.
7. If a bus becomes overcrowded, priority will be first given to those eligible students normally assigned to the route, and then to ineligible students on a first-come, first-served basis.
8. The **deadline** for submitting requests is **Track E schools September 30** and **Regular Track schools October 31** annually unless the student is newly enrolled or has recently moved, in which case the form must be submitted within 30 days of the enrollment or address change.

*(Please Print or Type – Any missing information may cause this application to be denied)*

<b>School of Attendance (Name):</b>		<b>Unit #:</b>		<input type="checkbox"/> Track E Calendar	
				<input type="checkbox"/> Regular School Calendar	
<b>Student Name</b>		<b>Student ID</b>		<b>Route No.</b>	
<b>School Site Bus Stop Name</b>					
<b>Requested Chicago Park Name and ID:</b>		<b>Requested Chicago Park Address:</b>			
<b>Current Home Address:</b>				<b>Telephone Number</b>	( )
<b>Email Address:</b>				<b>Form submitted after deadline (Check one):</b>	
				<input type="checkbox"/> Moved/New Address	<input type="checkbox"/> Newly Enrolled
<b>Request for Bus Service to a Park Kids Program site:</b> As a parent/legal guardian of the child/children listed above, I request bus service to a Park Kids Program site and certify that I have read and understand the above noted policies for such service:					
<b>Parent/Guardian Signature (MANDATORY):</b>				<b>Date of Request:</b>	
<b>SCHOOL USE ONLY:</b> Principal must sign below verifying that the request has been reviewed for completeness and accuracy. Send form to Bureau of Student Transportation Services, 16 <sup>th</sup> Floor, GSR # 125.					
Principal’s Signature (MANDATORY):				Date:	

**--FOR CPS / BUREAU OF STUDENT TRANSPORTATION SERVICES USE ONLY --**

<input type="checkbox"/> Approved	Route assigned:		Stop Location:		Name:	Date:
<input type="checkbox"/> Denied	Reason:				Name:	Date:
<input type="checkbox"/> Other	Reason:				Name:	Date:

**-- FAXED FORMS WILL NOT BE ACCEPTED OR PROCESSED --**