

“GREEN FORM”
 Chicago Public Schools – Student Transportation Services
Chicago Park District – Park Kids Program Request
 School Year **2019-2020**

Parents are responsible for transporting their child to a Park Program until a determination has been made regarding this application for bus service. In order to expedite the review process of Park District requests, we have “Pre-Approved” some parks for schools that traditionally have students participating in Park Programs. Please ask the school if any parks have been pre-approved for your school. The service to the Pre-approved parks will begin Monday, **September 16, 2019**. Families may still opt to apply for bus service to Chicago Park District programs that are not on the Pre-Approved list. Those forms will be processed after the first day of school and service to those parks will begin on Monday, **September 23, 2019**.

PLEASE NOTE: Transportation to Chicago Park District – Park Kids Programs is not funded by the Chicago Public Schools and therefore, is 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 by the parent/guardian each school year. **There is no after school only transportation to park districts, Chicago Park Kids program sites 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 1, 2019**, to the school office as part of the “Application for Bus Service”. The principal will review the form for accuracy and completeness and forward it to Student Transportation Services (STS) for review. After the review is completed, the school will be notified in writing of the decision and the school staff will notify the parent/guardian of the outcome. Approved Chicago Park District –Park Kids Program Sites available for selection by students attending each school will be available at: <http://www.cps.edu/Programs/Pages/Transportation.aspx>.

Policies for Limited Bus Service to Park Kids Program Sites

1. The Chicago Park District identifies parks with approved Park Kids Programs. Student Transportation Services, 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. This also applies to routes with pre-approved parks.
3. 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**. Schools must ensure students are put on the correct bus in the afternoon.
 - b. 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.
4. 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**. 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.
5. 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.

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

School of Attendance (Name):		Unit #:	
Student Name	Student ID	Route No.	School Site Bus Stop Name
REQUESTED CHICAGO PARK DISTRICT			
Chicago Park Name:		Chicago Park Address:	
Request for Bus Service to a Park Kids Program site: 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 AND THAT SERVICE WILL START 21 DAYS AFTER SCHOOL STARTS FOR THE SCHOOL IDENTIFIED ABOVE:			
Parent/Guardian Signature (MANDATORY):		Date of Request:	
Email Address:		Telephone Number:	()
SCHOOL USE ONLY: Principal must sign below verifying that the request has been reviewed for completeness and accuracy. Send form to Student Transportation Services, GSR # 125-Garden Level, or scan and e-mail to stutran@cps.edu .			
Principal's Signature (MANDATORY):		Date:	

--FOR CPS / STUDENT TRANSPORTATION SERVICES USE ONLY--

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