

Administrative Procedure 561 – Appendix

Appendix – TRANSPORTATION OF PRE-KINDERGARTEN PROGRAM UNIT FUNDING (PUF) STUDENTS

1. Students in the Pre-Kindergarten programs are under age and underweight, and no seat belts or car seats can be added to buses not manufactured with seat belts. Buses are designed for kindergarten to grade 12 students and not for the smaller students who would not have the size or strength to protect themselves in case of an accident. Therefore, Pre-Kindergarten Program Unit Funding (PUF) students who are under age and underweight according to the Motor Transport Act are not able to access the regular school buses.
2. Parents may enter into a Parent Provided Transportation Contract (PPTC) with the Division to be reimbursed a monetary amount which is reviewed annually. In order to be eligible for a PPTC the student must have been coded by the Division with codes 41-44 or 46.
3. Parents are to complete Form 561-1 Parent Provided Transportation Contract Request (PPTCR) and the Principal is to forward the PPTCR to the Transportation Department after completing the school section of the form.
 - 3.1 Once the PPTCR is received and approved at Division Office, a PPTC will be forwarded to the parent/guardian for their signature.
 - 3.2 The PPTC must be signed and submitted by the parent/guardian to the Transportation Department by October 31st. If the parent/guardian has not returned the signed PPTC by October 31st, they will not be able to access the funding for the remainder of the year.
4. The Transportation Department will send a blank attendance sheet to the school at the end of each month and the Principal or designate will mark the student's attendance on the sheet and return it to the Transportation Department on the last student attendance day of the month. Failure by the school to submit the days of attendance by the fifth (5th) day of the following month or the last day of school before the 5th will result in the payment being delayed to the parent.

Form: 561-1 - Parent Provided Transportation Contract Request