

# Washington School

## SAFETY PLAN and PROCEDURES FOR DROP OFF & PICK UP

**Walker's** routes did not change. Drivers should notify the school office (829-7034) when a walker will be picked up. These calls should be placed before 3:00. The teacher's parking lot will be coned off from 8:30 until 9:15 and from 3:00 – 3:30 to create a safe route for walkers entering the school grounds from the south side of Washington Street. Parents are encouraged to read and understand the Designated Safe Walking Routes established by the City of Bloomington. They may be found at: [www.district87.org/washington/](http://www.district87.org/washington/) on the PTO page or at <http://www.cityblm.org/upload/images/eng/pdfs/washington.pdf>

### Rules For Walkers:

- Cross **only** at designated school crosswalks.
- Walk (Don't run) and walk all bicycles, scooters etc... on school grounds and through the crosswalks.
- Lock all bicycles, scooters etc... at the bike rack
- Walk in small groups whenever possible.
- Stay on the sidewalk.
- Obey the crossing guards at all times.
  - Walk only when you are directed by the guard.
  - Wait to cross the street until the Guard has reached the middle of the street and instructs students to go.

Students who live south of the school should exit the building on the east side and walk around the playground to the Grove/State crosswalk. Follow the safest walking route to get home.

Students who live east of the school should cross the staff parking lot and walk east on Washington St. Parents are not allowed to park in the staff lot.

Students who live north of the school should cross at the Washington/Towanda crosswalk under the direction of the school crossing guard.

**Crosswalk / Walk Signal Guidelines** - The following was taken from guidelines related to crosswalk signals. It contains jargon but basically says that the WALK signal will change to DON'T WALK before pedestrians will be able to cross but as long as pedestrians begin to walk across the street during the WALK sign, they should be able to safely make it across the street before the stoplight changes and traffic flows across the crossing.

“When pedestrian signal heads are used, a WALKING PERSON (symbolizing WALK) signal indication shall be displayed only when pedestrians are permitted to **leave** the curb or shoulder. A pedestrian clearance time shall begin immediately following the WALKING PERSON (symbolizing WALK) signal indication. The first portion of the pedestrian clearance time shall consist of a pedestrian change interval during which a flashing UPRAISED HAND (symbolizing DONT WALK) signal indication shall be displayed. The remaining portions shall consist of the yellow change interval and any red clearance interval (prior to a conflicting green being displayed), during which a flashing or steady UPRAISED HAND (symbolizing DONT WALK) signal indication shall be displayed.”

“The walk interval itself need not equal or exceed the pedestrian clearance time calculated for the roadway width, because many pedestrians will complete their crossing during the pedestrian clearance time. The pedestrian clearance time should be sufficient to allow a pedestrian crossing in the crosswalk who left the curb or shoulder during the WALKING PERSON (symbolizing WALK) signal indication to travel at a normal walking speed of 1.2 m (4 ft) per second, to at least the center of the farthest traveled lane.”

**Buses and Day Care Vans** will use the circle drive off of Washington St.

Cars are NOT allowed in the Circle Drive from 8:30-9:05 and 3:00-3:35

### **Before School**

- Students entering/leaving the bus or van will leave/enter the playground single file through the small entrances in the fence.
- A teacher (and a 5<sup>th</sup> grade patrol) will be present along the circle drive/ playground area.
- Students will wait in their designated lines on the playground for the bell.

### **Inclement Weather**

- In inclement weather, all students will enter the school at 8:45 a.m. and wait in designated hallways by grade level.

### **After School**

- Students riding bus 13, 25 will wait in the main hall by the first grade bathrooms and will leave the school through the northeast doors to the waiting buses/daycare vans in the circle drive. Students riding bus 39, 48 will wait in the main hall by the office and will leave school through the main door to the waiting buses/daycare vans in the circle drive.
- Students riding Daycare Vans will wait in the lower stairwell hall by Mrs. Eggleston's room in the basement.
- Teachers and patrols will assist in getting students to the buses and vans.
- In nice weather, teachers will direct the students to wait on the playground.

**Cars will drop off and pick up on State Street.**

### **Drop Off Before School**

- Cars will queue up the length of the pick up/drop off space. Please pull up as far as possible toward the north door. Do not allow students to exit cars to close to Sugarbakers as this will cause a back up of traffic.
- Students will exit cars on the curbside, walk into the building and then directly to the playground except on inclement weather days.
- On inclement weather days, students will enter the closest school door from their car door as they are dropped off in the queue and go to the hallways by their classrooms.
- An **In/Out sign** will be posted in Mrs. Sandschafer's window (top floor closest to cafeteria) indicating outside days or inside days (inclement weather days).
- Teachers will be posted on State Street at 8:45 a.m. to assist students.
- The State St. doors will be locked at 9:05 a.m.

## Cars- Pick Up After School –

- All students to be picked up will remain in the Kindergarten Hall (basement) until called. Teachers with radios will call for students. It is **EXTREMELY HELPFUL** if a sign stating the student's name is placed in the window so teachers can easily determine student's vehicles.
- **It is unlawful for Cars to idle between the crosswalks on Grove Street and State St.**
- **Blocking** the west or eastbound lanes on Grove will endanger the children crossing Grove Street.
- **Cars turning onto State St. from Grove St.** must leave a safe line of sight on State St. It is now posted as a "No Standing and No Parking Zone". This means cars must be moving in this area. If you can not drive forward, do not enter this area.
- **Cars should not block the driveway in front of Sugarbakers.**
- **When stopped in the queue on State St.,** it is **illegal** to get out of your car to wait for your children or to enter the building. In this case you are considered parked in a "No Parking Zone" and may be issued a ticket. You also hold up traffic and cause delays for everyone else in the queue.
- Students will be **dismissed by teachers** to go to their cars. We will try to load 5-6 cars at a time and then have the queue pull up for the next load.
- U-turns are not safe around the school and cause disruption.
- **Parents may not pick up students at the northwest door.** If parents are walking to pick up students, the students should be picked up on the playground.
- State St. is now posted as **NO Parking from 3:00 – 4:00** which should help traffic flow as the right lane will be used exclusively for our queue system. You are considered Parked if you exit your car. This is **illegal and will cause a back up** for the whole system.
- Refrain from darting in and out of the queue.

## Miscellaneous

- Students should not be dropped off before 8:45 and must be picked up by 3:30.
- The west doors will not be locked until 9:05 so students do not have to walk all the way around the building after teachers have left their posts for supervision.
- If students are dropped off after 9:05, they should use the circle drive.
- Parents are **STRONGLY** encouraged to use the crosswalks, especially with their children.
- Cars will be encouraged to drive **straight through the light** rather than making a right turn to move cars faster through the intersection.
- Drivers should be considerate of crosswalks and the visibility of children crossing streets.
- After 3:30, students will be waiting at the main office door for pick-up.
- **Parents – Please arrange with your children AND send notes to the classroom teachers if you plan to pick up your children in a manner that is not consistent.** In the absence of a note from you, students will be directed to go home in their usual manner.
- Through experience, we have found that all of our students are easily picked up by 3:25/3:30 using this system. We feel that a few minutes of waiting is a small price to pay for improved safety and we appreciate your patience and support.
- Please **DO NOT pick up or drop off students in the school parking lot.** This creates a safety hazard for our walkers.
- It is **ALL** of our responsibilities to practice safety. Please communicate these procedures to anyone who will be responsible for the pick-up and drop-off of your children.
- Parking is extremely limited. Please Do NOT park in the Staff lot until after 3:30.
- Respect the Handicapped Parking Spaces