

Washington School

SAFETY PLAN and PROCEDURES FOR DROP OFF & PICK UP

Walker's routes are listed below. 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 3:10 – 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 <http://www.cityblm.org/modules/showdocument.aspx?documentid=321>

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.

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 code related to traffic signals. It basically says that the light may change during the course of time that pedestrians are crossing the street but sufficient time is provided to cross the street provided the walker started across the street during the time that the walk signal was present.

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.”

Students will NOT be dismissed between 3:00 and 3:15. For safety reasons, we must insist that parents either pick up students before 3:00 or wait until 3:15. We apologize for the inconvenience but this helps us to ensure that adults are not waiting around in the building.

Please wait for your students outside the building at the end of the day. It is too hectic to allow parents to enter the building.

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

Before School

- Students will enter and leave the circle drive single file using a small entrance in the chain link fence.
- Kids leaving the bus or van will enter the playground single file through the small entrances in the fence.
- Two teachers (and two 5th grade patrols) will be present along the circle drive/playground area.
- Students will wait 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 buses will go to their designated spots and wait to be dismissed to their corresponding lines outside. Buses and daycare vans will use the circle drive.
- Students riding Daycare vans will wait in the northeast stairwell until they are dismissed to their line outside.
- A teacher and two patrols will assist in getting students to the buses and vans.
- In nice weather, teachers will direct the students to the playground and in poor weather, the students will remain inside until their bus/daycare van arrives.

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 to the north door. Do not allow students to exit cars too close to the cafeteria as this will cause a back up of traffic.

- Students will exit cars on the curbside, walk into the building and then 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 the 5th grade 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.

Pick Up After School –

- All students to be picked up will remain in the main hallway until called by a staff member to exit the building. Two teachers will assist students. It is **EXTREMELY HELPFUL** if a sign stating the student’s name/teacher is placed in the window so teachers can easily determine student’s vehicles. **Please keep the sign in the window until the student is picked up.**
- **Cars should not block traffic flow on State St.**
- Cars should begin the queue system on Grove St. It is marked as a “NO Parking Zone from 3:00 to 4:00 p.m.” Cars will ease their way up to the crosswalk on Grove St. As permissible by the crossing guard, cars must wait until they have enough space to turn the corner onto State St and be beyond the School Safety Zone sign. This is at least 20’ past the crosswalk on State St. and within the lay of stopping around crosswalks. As cars move forward in the queue, other cars will be able to pull around the corner.
 - o Stop before the crosswalk on Grove St.
 - o Only pull around the corner if the crossing guard is not crossing students and you can easily pull up past the School Safety Zone sign.
 - o Cars should never stop between the crosswalks on Grove St. or State St.
- **Cars should not block driveways in front of houses or apartments.**
- 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 at least 5 cars at a time and then have the queue pull up for the next load.

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.
- 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 picked up by 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.
- Parents are not allowed to walk up to pick up students at the northwest door. If parents are walking to pick up students, the students should be picked up on the playground.
- 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.