



## **Safety, Traffic, Parking, Drop Off, Pick Up and More! Questions and Answers**

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*Co-Created and Approved by CHM Administration*

Our school community is growing and the neighborhood around us is changing. As such, we know that our policies and procedures must be adjusted to address these changing conditions. A parent committee is working with CHM administration to assess our current needs and capacities and provide ideas for improvements. We will be asking for input and providing information throughout the process.

In the meantime, it is important that we all work together to ensure the safety of our students while providing the most efficient process possible. To that end, we have provided questions and answers to make clear the current policies and procedures in place that we expect all parents, students, teachers and staff to work together to follow. These policies also appear in the student handbook, which was distributed during Back to School Night and is available on the school's website at <http://capitolhillmontessorischool.org/wp-content/uploads/2015/01/CHML-Handbook.pdf>.

### **MAIN BUILDING**

#### **Before Care and Drop Off Times**

##### ***When does before care start? Who runs it and where do I sign up?***

Before care is run by Springboard After School and runs from 7:30 am to the start of school. Children are fed breakfast and supervised by Springboard staff and then escorted to their classrooms by 8:45 am. See the Springboard website for registration and fee details: [springboardafterschool.com](http://springboardafterschool.com)

##### ***What time may I drop off my child(ren) who do not go to before care? And will they be supervised?***

Children may be dropped off without being part of Springboard starting at 8:15 am. Children who come during that time will be sent to either the playground (or multipurpose room on inclement weather days) or the cafeteria (if you want them to have breakfast—free to all). In both cases, school staff are on duty to supervise the students and then escort them to their classrooms by 8:40 am.

### ***At what time is my child late?***

If your child is not in his or her classroom by 8:45 am they will be marked late. Coming into the building at 8:45 am is not considered on time. Only arrival *at the classroom* by 8:45 am is considered on time.

### **Curbside Drop Off on G Street and parking on adjacent streets**

#### ***What exactly are the rules about parking on 2<sup>nd</sup>, 3<sup>rd</sup>, and G Streets?***

City DDOT signs are clearly posted along 2<sup>nd</sup>, 3<sup>rd</sup>, and G Streets with parking restrictions and are strictly enforced by parking enforcement (such as picture to the right).



The signs are posted as such:

- **2<sup>nd</sup> Street:** 15-minute parking is allowed on 2nd street on the east side of the street, from the corner of 2<sup>nd</sup> and G until the school parking lot driveway.
- **3<sup>rd</sup> Street:** 15-minute parking is allowed on approximately a third of the northwest side of the block on 3<sup>rd</sup> Street.
- **G Street:**
  - 15-minues parking is allowed on the southwest end of G Street (adjacent to 2<sup>nd</sup> Street) for about a third of the block.
  - The rest of G Street is marked as no parking, standing only. A person *must* remain in the car.

#### ***In the G Street drop off lane where it says that you have to “remain in your car,” can I just run my child into the school for just two minutes?***

No. You will run the risk of being ticketed and you will disrupt the flow of cars following the rules. Because our school has high traffic volume during drop off in particular, we need to keep those spaces moving quickly, allowing for smooth and safe flow of traffic.

#### ***Why is it often difficult to find a spot in the drop off lane?***

A number of factors appear to contribute to this, including double-parking, vehicles not pulling up to the vehicle in front on them, drivers leaving their vehicles, and drivers not using their turning signals to communicate their intention. The parent committee will review this issue more thoroughly as it gathers and reviews relevant data. As described below, the presence of school staff and safety patrol supervision is expected to help alleviate this issue.

#### ***I hear that we now have a drop off system with school staff supervision on G Street at the “remain in your car” signs. What is that system?***

The new system is a curbside drop off system that we hope will make the drop off process more safe and efficient. From 8:15-8:45 am each school morning, staff members, mainly Ms. Powell, Mr. Strother, and Mr. Crane, will be posted out front of the building to assist parents in ensuring

that their children are safely escorted from their car to the main building so parents may remain in the car for a quicker, more efficient drop off.

In addition, the newly forming safety patrol, comprised of upper elementary students, will be available to assist the curbside drop off staff members with escorting children into the building and maintaining an even flow of traffic. Students are being invited to participate and trained in February. As soon as enough students are ready, they will begin to participate in the morning drop offs.

CHM administration is working on securing appropriate and bright outerwear for all curbside drop off staff and safety patrol so that they can be easily identified by parents and students.

***If I use the new curbside drop off only lane, will my child be escorted to his/her classroom?***

No. The curbside staff and safety patrol will ensure that all students get into the building safely. But once students enter the building, they will need to move to their classrooms on their own. If you would like your child escorted directly to the classroom, we suggest you find a 15-minute parking spot or use the parking lot to handle the escort yourself.

**Entering the Main School Building**

***What is the entrance and exit policy to the school?***

Always enter and exit through the front main door of the school building facing G Street. Upon entering, follow the instructions of the guard or attendance counselor posted at the desk. Be prepared to show ID when entering the school. This will help ensure that our children are safe at all times.

***May I enter through the back of the building through the door in the parking lot?***

No. That door is an entrance for staff only.

***May I let parents/adults in who are knocking on the back door to be let in?***

No. Encourage them to walk around to the front main door of the school. This is a critical safety issue for our children.

***Can I exit through the entrance closest to the nurse's suite if I pick up my sick child?***

No. Always enter and exit through the front main door. We cannot allow unsupervised doors to be open and closed throughout the day.

**Staggered Dismissal Entry and Re-Entry Policy**

***If I take my younger child to the playground from 3:15-4:15 pm while I wait for my older child to be dismissed, what is the re-entry policy?***

Please be mindful that the instructional day is still going on for many students from 3:15-4:15 pm. Use the call button on the playground door if it is necessary to re-enter the building in order to use the restroom, but do not encourage unnecessary entering and exiting. Children should be quiet and courteous. If too many children are coming in and out it can be extremely disruptive for the classrooms still in session near that area.

If you are then picking up your older children at 4:15 pm, you may be buzzed back in through the back door.

## **ANNEX**

### **If my child is going to the Annex for middle grades, what is the pickup and drop off procedure?**

Everyone should enter and exit the Annex *only* through the main front door which faces 2<sup>nd</sup> Street. At no time should anyone enter through the other entrances. Students may begin to enter the building at 8:15 am.

### **What are the hours that Annex is open?**

The Annex is open from 8:00 am – 4:30 pm.

### **What are the hours of the administrative staff in the Annex?**

Administrative staff are available in the Annex from 8:00 am – 4:30 pm.

### **If students are going between the buildings during the day, what is the process to keep them safe?**

When necessary, students will move between buildings through the playground in the fenced in area under direct supervision of a CHM staff member.

## **OVERALL CAMPUS**

### **Parking**

#### ***May I park in the parking lot for drop off and pick up?***

Yes.

#### ***May I park in the parking lot for school meetings/business?***

Yes.

#### ***When is it not ok to park in the parking lot?***

Please do not use the parking lot as a commuter lot or for other business meetings in the area. In addition, please do not park in spaces designated as “CHM Staff.” You may park in spaces labeled “SWS Staff.” These spots are available for our use now that School Within a School has moved from the Annex to its own location.

The parking lot is open on school days from 6:00 am until 7:30 pm. If your car is in the lot after 7:30 pm, you will not be able to retrieve it until the next school day when the school is open.

#### ***Why are there construction workers parking in the school lot?***

Principal Eatman has worked out a partnership with Stuart-Hobson’s construction workers to allow them to park on the CHM lot since Stuart Hobson has are very limited parking.

#### ***Has anything been done about the 2<sup>nd</sup> and G condo construction workers using school spots?***

The 2<sup>nd</sup> and G Street construction workers do not have permission to use the school parking lot. If you happen to see one of their vehicles on the lot please notify the security guard on duty so she can contact MPD to have the construction vehicle ticketed and towed. In addition, when construction workers have been spotted parked in the CHM 15 minute parking spots during drop

off, school administration officials have asked them to move. They continue to monitor the situation.

***When does the Main Office close?***

The main office official hours are 8:00 am – 4:30 pm during all official school days.

During the aftercare hours, a guard is posted until 6:30 pm in the main lobby and Springboard staff manage student pick up and drop off.

If there is a special event in the evening at the school, information will be posted about the location of the event inside the school. The entrance and exit will always be the main front door.