

KidSpace Academy –Drop-Off and Pickup Operations Plan

This document outlines the formal traffic circulation and safety operations plan for parent and staff drop-off and pickup procedures at KidSpace Academy, located at 505 N. Ridgeland Avenue, Oak Park, IL. This plan is designed to balance operational needs with safety, traffic efficiency, and community impact mitigation.

1. General Overview

KidSpace Academy will serve up to 94 children across multiple age groups. The site includes an 8,000 SF childcare facility with outdoor play area, internal circulation for staff parking, and designated parent drop-off and pickup zones.

Although our drop-off period is from 6:00-9:00am, our average peak drop-off time is between 7:00 am and 8:30am. A typical school we will see a steady stream of cars during the peak period (5-10 cars each half hour) with a total car count of between 20-30 total. Our pickup time range is typically from 3:00 pm to 6:00 pm (peak hours being between 4:00pm and 5:30pm). The same steady stream as seen in the morning of 5-10 cars each half hour adds together to total the same cumulative 20-30 cars over this peak period. The remaining drop-offs and pickups take place throughout the day.

2. Designated Drop-Off and Pickup Zones

A. Curbside Drop-Off Zone (Chicago Avenue):

- A designated zone on Chicago Avenue will be used for curbside drop-off of infants.
This zone will be active between 6:00–9:00 AM and 3:00–6:00 PM, marked with cones during business hours.
- Parents with children under the age 2 (35% of the school) will be walked into and from the school each morning and afternoon by a parent. When picked up, the parent/guardian for children under the age 2 is required to park and come into the school and greet the child or children in their classroom. Drop-off and pick up will take between 3-5 minutes each.
- KidSpace staff will escort children from vehicles to classrooms to minimize parent lingering and traffic delays.
- The zone will revert to public parking outside of these designated windows.

B. Parking Lot Drop-Off Zone and Spots:

- For pickup and drop off the children will be dropped off each morning and picked up in the afternoon by their parents/guardian. The main entrance will be on the south side of the building. Parents with children 3 or older (65% of school) will utilize the drop-off zone on the westside of the building.
 - 30 preschool-age children (ages 3) – Escorted by staff
 - 30 Pre-K/early school-age children (ages 4–6) – walk themselves in
- Five short-term spaces in the rear lot are reserved for parents needing to walk children inside.

- These spaces are clearly marked and monitored by staff to prevent stacking and ensure flow-through.

3. Staff and Employee Parking

- There are only 12 staff members that are onsite during operating hours. The 5 parking stalls on the north side will be reserved for staff use. The remaining staff (approx. 6) will park on neighborhood streets and will not occupy curbside drop-off zones. We are encouraging carpooling and will stagger staff schedules where feasible to reduce demand.

4. Alley Traffic Control

- During operational windows (6:00 AM to 6:00 PM) the alley will be blocked off by traffic barriers and signage.

5. Safety and Supervision

- A trained staff member will be stationed at both the curbside and rear drop-off areas during operational hours.
- Traffic cones and signage will be deployed daily to guide vehicle flow and designate zones.
- Pedestrian paths and sidewalks will remain clear, with ADA compliance maintained throughout.