



June 12, 2019

To Village of Oak Park

RE: 941 Garfield

Drop off- Pick up Procedures for School:

The drop off time in the morning is from 7:00 a.m. to 8:30 a.m. There is a one and a half hour time frame in which 25 or more children will be dropped at the school. This staggered drop off will minimize or omit the traffic issues since not all the children arrive in a concentrated period of time. The drop off and pick up will be at the South side of the 935-39 Garfield St. building through the private lot off of the alley (the lot is under the control of Oak Park Montessori School). Vehicular access to the parking area would be from Clinton Ave turning westbound through the alley, exiting on Home Ave. Clinton Ave and Home Ave are both accessible from the South via Roosevelt, and accessible from the North via Garfield.

The designated areas allowed for drop off and pick up are noted on the attached site plan. The drop off and pick up area will be clearly marked for parents to see. Parents will be informed about the pick up and drop off in all the welcome letters sent to the families.

In the event any parent needs to come inside for any reason, they will use the available parking on the south side of the building as designated "drop off area" on the attached plan. A staff member will be available near the door during these times to ease the process.

Pick up will also be at the South side of the 935-39 Garfield St. building, similar to the drop off procedure stated above, and pick-up generally spans from 3:00 p.m. to 6:00 p.m. thus avoiding most congestion. On nice days children will be outside in the play area making the pick up procedure simple. There will be letters sent to the parents outlining this drop off and pick up procedure. The parents will be very informed about the need to cooperate with the Village in order to limit any disturbance in the area

Teacher Parking:

Teachers who drive to school will park on Garfield St. where we have observed there is ample parking during business hours. In the event of meetings, festivals, shows and all special events, the visitors will use the parking lot of the building as well as the parking available on the streets.