

ATTACHMENT NO. 9

The Willows Community School – Operations Plan

Existing School Operations (no proposed changes)

- Academic year typical weekday schedule (September-June)
 - 7:45am to 3:30pm – Classroom instruction
 - 3:30pm to 6:00pm – After school programs
 - 6:00pm to 9:00pm/11:00pm – Occasional events (see below)
- Summer academic/enrichment program schedule (between June-August)
 - Monday through Friday, 8:00am to 6:00pm
- Events
 - Weekday events – Occasionally occurring between 8:00am and 9:00pm
 - Admission open house, back-to-school night, community service day, etc.
 - Twice-yearly school dance is held in gymnasium on Friday nights, ends at 11:00pm
 - Weekend events – Occasionally occurring between 8:00am and 9:00pm
 - Foster care/Mother's day event, school picnic, etc.
- Enrollment and Staffing – will not exceed approved Master Plan
- Parking, Pick-up, and Drop-off – Described in City-approved traffic study (see Attachment 4)

Proposed Playfield Operations

- Weekday schedule
 - 8:00am to 6:00pm –Instructional activities, physical education, after school programs, extra-curricular activities, and athletic team practices; up to 60 persons
 - 6:00pm to 9:00pm – Occasional School weekday events (see above) that utilize portions of playfield
 - Potential non-school users (soccer practices, etc.); up to 60 persons
- Weekend schedule
 - 8:00am to 9:00pm – Occasional weekend events (see above) that utilize portions of playfield
 - School athletic team practices and extracurricular activities; potential non-school users (soccer practices, etc.); up to 50 persons
- Other playfield characteristics
 - No permanent outdoor public address/audio system
 - No bleachers/fixed spectator seating
 - New lights proposed
 - Automatic shutoff at 9:00pm, dimming system installed to control light intensity
 - Four 35-foot poles (lower than existing light standards on Willows II)
 - Shielded/positioned to ensure no light trespass or glare on adjacent commercial properties or nearest residential uses

Recommended Student Drop-off and Pick-up Procedures

1. All loading and unloading will be supervised during the peak morning arrival and afternoon departure periods. WCS should continue to notify parents not to arrive earlier than their designated pick - up times to lessen the possibility of on - street queuing.
2. The Higuera Street parking lot will be for adult assisted student drop-off and pick-up utilizing a moving vehicle queue line up.
3. The Higuera Street parking lot will provide up to a 12-vehicle queue on-site. A 2 - line queue will form with the front 2 vehicle positions assigned for assisted unloading and loading of students with parents remaining in the vehicles.
4. Parents, school personnel, safety patrol can serve as valets and open doors for students to enter and exit motor vehicles and remove bags or other items. This assistance speeds up the drop - off and pick - up process by eliminating the need for the parents to get out of the vehicle and ensures students are directly accessing designated locations. These assistants should wear safety vests or belts, and the loading area should be designated by signs or paint and be located at the far end of the drop off lane to maximize capacity. Provide an adequate number of assistants to help load / unload all vehicles in the drop off zone to speed up the process in a safe manner.
5. Parking for the purposes of loading and unloading students will not be allowed in the Higuera Street parking lot from 7:30 am to 8:30 am and from 2:30 pm to 3:00 pm on school days.

Student Drop - off and Pick - up

The WCS will continue to stagger the start and end times for various grade levels to minimize localized traffic congestion at and near the school.

Four staggered school days are conducted with instruction occurring between 8:00 am to 3:20 pm with student drop - off activities starting at 7:45 am. A 20 - minute separation between grade levels facilitates the spreading of vehicle arrivals and departures for student drop - off and pick - up. Parking solely for the purposes of loading and unloading of students is not allowed in the Higuera Street parking lot from 7:30 am to 8:30 am and from 2:30 pm to 3:00 pm on school days. The 9:00 am start

time for DK & K students allows parents to park in the Higuera Street lot and walk the younger students to class. Five times per year there are “late start” days with drop - off beginning at 9 am with the last pick - up at 3:05 pm.

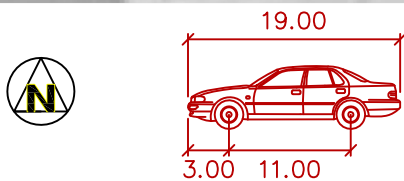
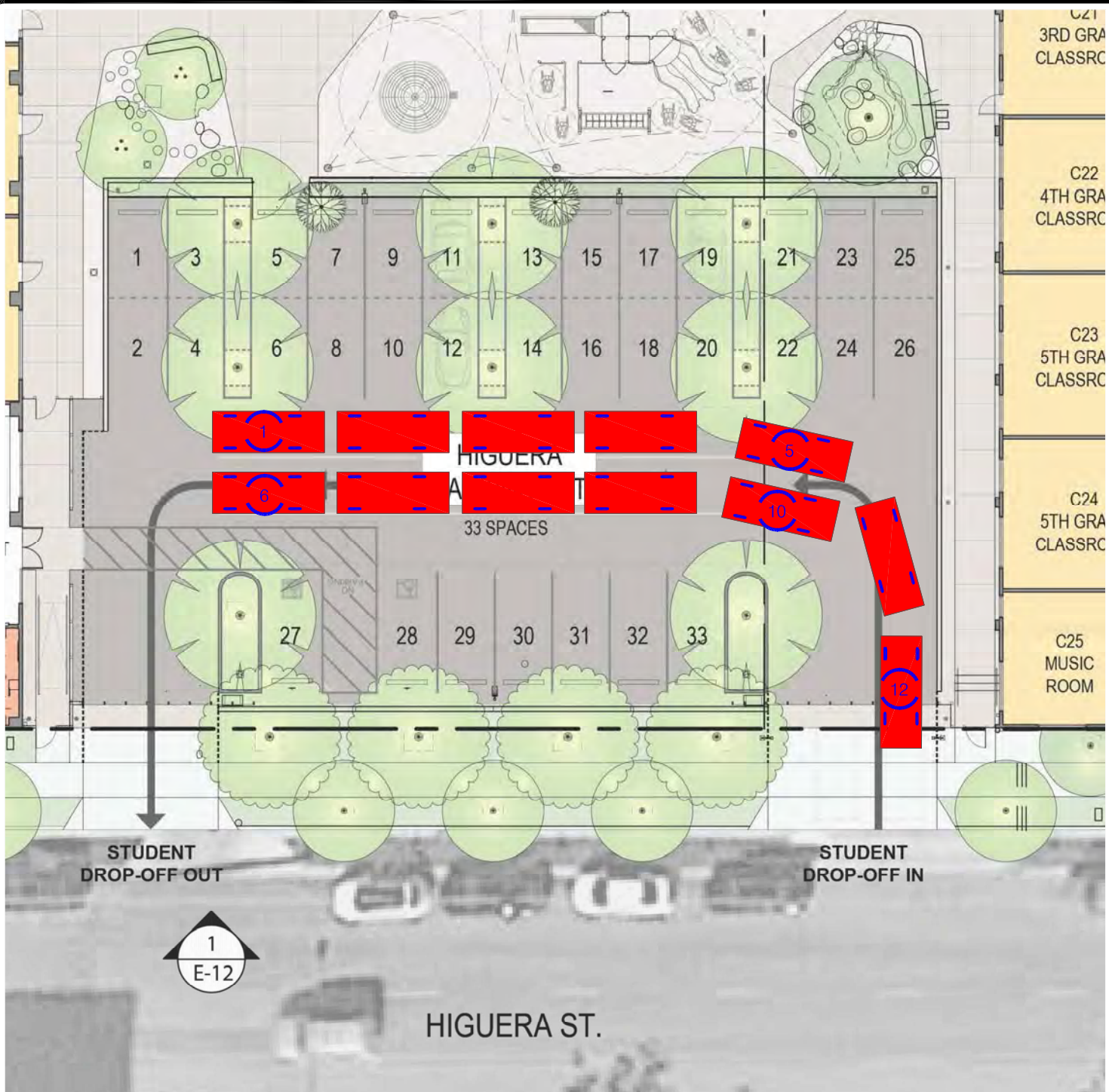
The school schedules for Monday, Tuesday, Thursday and Friday are listed below:

- School instruction for 5th - 8th grades begins at 8:00 am and ends at 2:50 pm;
- Classes for 3rd & 4th grades begins at 8:20 am and ends at 3:05 pm;
- Classes for 1st & 2nd grades begins at 8:40 am and ends at 3:20 pm, and
- DK & K instruction starts at 9:00 am and ends at 2:30 pm.

Wednesday start times are the same but instruction ends earlier for all but 6th thru 8th grades:

- No changes to 6th – 8th grades;
- School for 5th grade begins at the same time but ends at 2:20 pm, a half hour early;
- School for 3rd and 4th grades begins at the same time but ends at 2:20 pm, 45-minutes early;
- School for 1st and 2nd grades begins at the same time but ends at 2:00 pm, 1 hour and 20 minutes early;
- DK & K instruction starts at 9:00 am and ends at 1:40 pm, 50 minutes sooner.

The Higuera Street parking lot can provide up to a 12 - vehicle storage in a 2- line queue for loading and unloading with the front 2 vehicle positions assigned for assisted unloading and loading of students with parents remaining in the vehicles. All student loading and unloading is supervised during the peak morning arrival and afternoon departure periods.



P	feet
Width	: 7.00
Track	: 6.00
Lock to Lock Time	: 6.0
Steering Angle	: 31.6

9/2018

THE WILLOWS COMMUNITY SCHOOL EXAMPLE OF HIGUERA STREET ON - SITE PARKING LOT QUEUE



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