PLANNING BIKE, WALK & ROLL TO SCHOOL DAY
at an Upper Valley School

COMMUNICATION TEMPLATES & INFO FOR CHAPERONES

Use these templates for communication with parents and staff chaperones before the event. Highlighted areas indicate where to insert event-specific information.

SEND THE FOLLOWING TO EACH PARENT WHEN THEY SIGN UP TO VOLUNTEER

<table>
<thead>
<tr>
<th>INITIAL E-MAIL TO PARENT VOLUNTEERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hi XXX,</td>
</tr>
<tr>
<td>Thank you so much for signing up to chaperone The School Bike, Walk &amp; Roll to School Day on May 6. I'm working with Student Council and several staff to organize the event. But parents like you will make it a success!</td>
</tr>
<tr>
<td>I'll send you an e-mail soon with more specifics for the day. Please call or e-mail me if you have any questions. <strong>In the meantime, would you be willing to recruit 1-2 other parents to help too?</strong> We still need chaperones. You can direct them to the online sign-up (<a href="#">hyperlink</a>).</td>
</tr>
<tr>
<td>Also, XX Bike Shop is offering 10% off helmets and apparel from now until the event for students and for parent volunteers!</td>
</tr>
<tr>
<td>Thank you again for being part of this! <strong>Looks like we're going to have really high participation, and Student Council made a fabulous video promoting the event!</strong></td>
</tr>
</tbody>
</table>

SEND THE FOLLOWING 1-2 DAYS BEFORE EVENT – Personalize the e-mail and “Quick Tips” to each staff member/parent chaperone

<table>
<thead>
<tr>
<th>E-MAIL TO ROUTE A. SWEEPERS (staff chaperones)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dear XXX,</td>
</tr>
<tr>
<td>Thank you so much for staffing Bike, Walk &amp; Roll to School Day tomorrow! It's going to be really fun. You are stationed at XX parking lot and will &quot;sweep&quot; at the end, following the last students up the hill and dismissing other chaperones as you go. Here are two items to look at before the morning:</td>
</tr>
</tbody>
</table>

2017 BIKE, WALK & ROLL TO SCHOOL DAY
PLANNING TOOLKIT
1. **Quick Tips for Sweepers**, including your specific assignment - attached.

2. A **Google Map** of the Route [hyperlink]

Police Officer X will be stationed at the Route XX crosswalk.

Firefighter/Police Officer XX will join students on the walk.

The event MC, XXX, will be by before 7am to bring you a bunch of neon vests to wear and to give to chaperones. You'll also get a printout of the chaperone assignments in case someone doesn't know theirs.

I’m really looking forward to this, and so glad you will be a part of it. The weather is going to be great.

Please let me know if you have questions or suggestions.

Thank you!

**QUICK TIPS FOR ROUTE A. SWEEPERS**

**When and where to meet:** 6:50am @ Store Parking Lot

- Parent chaperones will arrive at 7am.
- Chaperones should know their crosswalk/section assignment.
- Give chaperones neon vests to wear.
- We’re using the left hand (west) sidewalk up Route X.
- The first bus drops off at 7:05am!

**Your section:** Start of Walk/”Sweeper” at end of the walk

- We’ll have A LOT of students around 7:25!
- After buses # and # drop off, **walk up to the school with the last students**, dismissing chaperones as you go.
- **Collect chaperones’ vests** when you dismiss them!

<table>
<thead>
<tr>
<th>Store Parking Lot Bus Drop-Off Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:05am</td>
</tr>
<tr>
<td>7:05am</td>
</tr>
<tr>
<td>7:25am</td>
</tr>
</tbody>
</table>
7:25am  Bus #  8-10 students
7:25am  Bus #  10 students
7:25am  Bus #  30-35 students
7:30am  Bus #  10 students
7:30am  Bus #  5 students

Section assignments:
Chaperone 1 – first section of the sidewalk
Chaperone 2 – second section of the sidewalk
Chaperone 3 – XX Ave. crosswalk

Important info:
- In case of emergency: 911 or talk to the police officers onsite.
- School Main Office phone number:
- XX, the Event MC’s cell number: xxx-xxx-xxxx

We want to make this a regular event at The School. We’re eager to know what works and what doesn’t so we can make this better for everyone in the future.

THANK YOU FOR HELPING MAKE THIS DAY HAPPEN!

E-MAIL TO ROUTE A. CHAPERONES (parents)

Hi XXX,

See you on Wednesday bright and early! Please get to the store parking lot by 7:00am. A large group of students will arrive around 7:25am.

Two important things to look at before then:

1. Quick Tips for Chaperones, including your own specific assignment (attached)

2. Google Map of the Walk Routes (hyperlink)

We expect around 200 students to participate - most of them walking from store parking lot.

Thank you for being amazing!

QUICK TIPS FOR ROUTE A. CHAPERONES

When and where to meet: 7am SHARP @ Store Parking Lot
- School staff will meet you and give you a neon vest to wear.
- You’ll walk to your section – we’re using the left hand (west) sidewalk up Route X.
- The first bus drops off at 7:05am!

**Your section: Between XX and X**
- Your job is to focus on students’ safe crossing if you’re assigned to a crosswalk AND remind students to be cautious while crossing driveways.
- Move students along if they need encouragement, but mainly just let them have fun!
- We’ll have A LOT of students around 7:25!

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</tbody>
</table>

**Important info:**
- Bring a cell phone.
- In case of emergency: 911 or talk to the police officers onsite.
- School Main Office phone number:
  - Event MC’s cell number: xxx-xxx-xxxx

We want to make this a regular event at The School. We’re eager to know what works and what doesn’t so we can make this better for everyone in the future.

THANK YOU FOR HELPING MAKE THIS DAY HAPPEN!

**E-MAIL TO ROUTE B. SWEEPERS (staff chaperones)**

Thank you so much for staffing Bike, Walk & Roll to School Day tomorrow! It’s going to be really fun. Here are two things to look at before the morning:

1. **Quick Tips for Sweepers**, including your specific assignment - attached.
2. A **Google Map** of the Route ([hyperlink](https://www.google.com/maps))

A few notes: *Blah blah blah. XXX* will be by before *7am* to bring you a bunch of neon vests to wear and to give to chaperones. You’ll also get a printout of the chaperones’ assignments in case someone doesn’t know theirs.

We’re really looking forward to this, and so glad you will be a part of it. The weather is going to be great.

Please let me know if you have questions or suggestions.

Thank you!

### QUICK TIPS FOR ROUTE B. SWEEPERS

**When and where to meet:** **6:50am @ Park & Ride**
- Parent chaperones will arrive at 6:55/7am.
- Chaperones should know their crosswalk/section assignment.
- Give chaperones neon vests to wear.
- **The first bus drops off at 7:00am**
- Chaperones arriving at 7am can walk with this first group of kids to their section.

**Your section:** **Start of Walk/”Sweeper” at end of the walk**
- Parents can drop off until 7:20am.
- Wait until **7:25am** just in case. Then **walk back to the school with the last students**, dismissing chaperones as you go.
- **Collect chaperones’ vests** when you dismiss them!

**Park & Ride Bus Drop-Off Schedule**

<table>
<thead>
<tr>
<th>Time</th>
<th>Bus #</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00am</td>
<td>10-12 students</td>
<td></td>
</tr>
<tr>
<td>7:10am</td>
<td>20 students</td>
<td></td>
</tr>
<tr>
<td>7:10am</td>
<td>15 students</td>
<td></td>
</tr>
</tbody>
</table>

**Route Section Assignments:**
- Chaperone 4: Gas station
- Chaperone 5: X X St. crosswalk
- Chaperone 6: XXX Ave. crosswalk
- Chaperone 7: X Ave. and XX Ave. crosswalks
- Chaperone 8: XX Ave./direct students across middle school field
Important info:
- In case of emergency: 911 or talk to the police officer stationed at XX St. to help the bikers cross.
- School Main Office phone number: 
- Event MC’s cell number: xxx-xxx-xxxx

We want to make this a regular event at The School. We’re eager to know what works and what doesn’t so we can make this better for everyone in the future.

THANK YOU FOR HELPING MAKE THIS DAY HAPPEN!

E-MAIL TO ROUTE B. CHAPERONES (parents)

Hi XX,

See you on Wednesday bright and early!

Two important things to look at before then:

1. Quick Tips for Chaperones, including your own specific assignment (attached)
2. Google Map of the Walk Routes (hyperlink)

We expect around 200 students to participate - most of them walking from Route A. However, Route B. has several crosswalks, so chaperones are crucial.

Thank you for being amazing!

QUICK TIPS FOR ROUTE B. CHAPERONES

When and where to meet: 6:55am/7:00am SHARP @ Park & Ride
- School staff will meet you and give you a neon vest to wear.
- The first bus drops off at 7:00am at the Park & Ride! You can walk with those first students to your section.

Your section: XXX Ave. to XX Rd.
- Your job is to focus on students’ safe crossing at your designated crosswalk and remind students to be cautious while crossing driveways.
- Move students along if they need encouragement, but mainly just let them have fun!

Park & Ride Bus Drop-Off Schedule
7:00am  Bus #  10-12 students
Important info:
- Bring a cell phone.
- In case of emergency: 911 or talk to the police officers onsite.
  - School Main Office phone number: XXX-XXX-XXXX
  - MC’s cell number: xxx-xxx-xxxx

We want to make this a regular event at The School. We’re eager to know what works and what doesn’t so we can make this better for everyone in the future.

THANK YOU FOR HELPING MAKE THIS DAY HAPPEN!

E-MAIL TO BIKE CHAPERONES (staff and parents)

Hi School Bike Team -

Thank you all for making Wednesday’s bike ride happen! Estimates from homeroom tallies last week say we’ll have 30 students riding with you from XX to the school!

1. Here is a Google Map of your route (hyperlink).

2. Each of you will get a neon vest to wear.

3. Students were asked to arrive at XX at 7:00am to give you all time to go over safety rules and for Bike Shop staff to do safety checks, pump tires, adjust helmets, etc. Ride leaves at 7:15am.

4. One staff member leads, one brings up the rear, and the parent chaperones are evenly spaced with the students in the middle.

5. Here are some safety rules to go over with students:

   - Ride single file. Keep a safe distance from the bike in front of you. **Teacher XX** stays in the front! *(Let kids take turns being second in line so they stay single file rather than competing for that spot.)*

   - While we’re riding on the sidewalk, watch for cars in the crosswalks and for pedestrians on the sidewalk and crosswalks.

   - Communicate with the other riders. If you need to stop, tell the other riders around you.
- Be predictable and stay in control.

- [Description of route.]

6. Teacher X gave permission for students to leave bikes in the gym during the day.

7. Bring students around the field side of the school after the ride so the students can get snacks before homeroom.

8. Please bring a first aid kit from the nurse’s office.

9. Here is contact information for all the chaperones: XXXX

See you all at The School on Wednesday. Have a great ride!

*If you park at XX please park in the UPPER LOT. Any other parents who want to join the ride can park there too.*