

StreetPLAY Toolkit

The StreetPLAY ToolKit includes **8 Steps**.

Step 1: Determine if your street meets the StreetPLAY criteria

City Requirements: Click [here](#) to see the criteria.

- Your street must be a residential street (with a speed limit of <40 KM)
- Street must not be on or near a local bus route
- Street must not be near a local hospital or in the path of emergency vehicles
- Street must not be a major arterial road

Earth Day Canada Recommendations (not required, just some success factors)

- Street should have at least 10 kids between the ages of 5 and 15
- There is a strong cohort of supporters (residents on the street: minimum 1-3 people) for StreetPLAY
- At least one person is prepared to be the lead (fill out and submit the application, be named as the point person on the communications to neighbours)
- Street has a 'local culture' or neighbours who know each other and or who have annual street parties. This is not required - and StreetPLAY will certainly help build this culture if it does not yet exist!
- There is a good stretch of road such that there is plenty of room for roaming and multiple activities
- Encourage the kids to bring out stuff to play with – skipping ropes, balls, bikes, scooters etc., and also, “loose parts” odds and ends they would find in a garage or basement or cupboard that allows them to get creative and adapt their environment. [Click here](#) for more on loose parts.

Step 2: Talk to your neighbours to create a strong cohort of StreetPLAY supporters

- Talk to neighbours who are interested outdoor play or community building. Gather e-mails to create a list of supporters interested in StreetPLAY.
- Once you have identified 3-5 solid supporters, call a broader neighbourhood meeting.
- Make sure these supporters attend the meetings.
- Download the StreetPLAY permit application so you know what is required to apply. ([Click here](#) for the permit application).





Step 3: Host a meeting for your street to discuss StreetPLAY

- It generally takes a few weeks to consult your neighbours and host a few meetings. Given the application windows to apply for the permit, you should host your meetings in either February or May.
- There are two annual application deadlines for 2019 (It takes app. 4-6 weeks for the permit office to issue the permit). Each permit is good for 1 season.
 - May 1st, to start StreetPLAY June 1st.
 - July 1st, to start StreetPLAY September 1st.
- Schedule a StreetPLAY meeting with neighbours.
 - Flyer all households on street with a [meeting notice](#).
 - Include the StreetPLAY FAQ Sheet.
 - Please note – you will be required to submit your sample notification with your permit.
- The most important goals of the meeting:
 - Get to know your neighbours
 - Get a sense of ages and numbers of children on the street
 - Go through the FAQ
 - Gather email addresses
 - Determine the type of closure you want (partial or full) and frequency (times per week, hours per closure)
 - Decide the exact location of the barricades based on bisecting alleyways and arterial roads.

Step 4: Notify your neighbours

- Distribute notifications to all residents that StreetPLAY is proceeding on your street. Provide the starting date, days of the week and hours of the day you have decided for your closures, whether you will be doing partial or full closures (and what they mean) and the car protocol. Ensure StreetPLAY.ca is on your notification where people can find general information as well as the StreetPLAY schedule for all participating streets. [Click here](#) for sample notification.
- For any neighbours with questions about StreetPLAY, suggest referencing '[10 Good Reasons for StreetPLAY](#).'

Step 5: Apply for the permit

- [Click here](#) to download the StreetPLAY permit application form.





- Fill out the form and send it, along with a copy of your notification flyer, to your local Councillors office. [Click here](#) to access an email address for your local Councillor's office.
- There are two application deadlines for 2019. Each permit is good for 1 season.
 - May 1st, to for StreetPLAY June 1st to October 31st.
 - July 1st, to start StreetPLAY September 1st.
- The permit will be issued by the Permit Office to the name of the person who filled out and submitted the application.

Step 6: Make Your StreetPLAY signage

According to MTO standards, an official road closed sign ([click here](#) for specifications) affixed to a garbage bin/hockey net at either end next to two 18- inch orange pylons is all that is necessary. There are many local providers of signage that residents can purchase.

[Click here](#) for sample StreetPLAY signage that can be printed in addition to the Road Closed sign.

Step 7: Distribute Reminder Notices and Car Protocols

- Ideally 3 days before your fist closure and 1 day before each of your next few closures, remind your neighbours of the schedule through email and/or flyer to each household and the car protocol through a flyer on each windshield.
- Make sure signs/barricades are at the end of your street and in the middle completely visible and blocking through traffic.
- Go through the StreetPLAY car protocol with the kids.

Step 8: Host StreetPLAY!

- Setup your barricades 5-10 minutes before your scheduled closure.
- Make sure signs/barricades are at the end of your street and in the middle completely visible and blocking through traffic.
- Go through the StreetPLAY car protocol with the kids.

