



Car Park Procedures

Avoid the worst, put safety first!



Dear Parents

This document should be read carefully for the safety of all children at our school.

Warm regards

The Car Park Safety Committee

Families

- Each family will receive an outline of the new system of pick up along with two A4 laminated sheets with the family name and the Christian name/s of the children in the aforementioned family.
- Each driver/passenger will hold up/place on the dashboard the family name. Those without cards are to park in either of the two side car parks and go to a teacher on duty to collect the children.
- Parents picking up students (on foot) should stand at the side of the children's seating area and wait for their child to come down.
- Car doors should only be opened when at the top of the **Kiss and Ride** stop (one car at a time). **Students will not enter their cars at any other point.**
- Parents who have to exit vehicles to strap children in will be encouraged to park and collect their child/ren on foot.
- If you are picking children up, other than your own, you must see the teacher on duty. The teacher will check that they are on the 'Going home list' that is updated daily by the office.
- We ask that no-one parks in the car park in front of the Early Childhood area and walks across the Kiss and Ride drive through to collect their child. Use the two side car parks and walk along the footpaths to collect them.
- Kindy parents should park on the side carpark and wait within the PP lawn area to collect their child. They should not be waiting on the foot path as students will be moving down from their class.

Students

- All children will sit on the grassed area at the top of the Kiss and Ride area.
- All children will stay in their class groups.
- Older students can stand when they see their car coming, inform the teacher on duty and then wait for the car to reach the top of the Kiss and Ride.
- Any students regularly attending day-care (not OSHclub) will sit on the grassed area with their class.

Staff

- Teachers will have a megaphone, red duty file and safety vest.
- Teachers will be encouraged to look for children who display safe behaviour and reward them for this. They will also be encouraged to ensure that those students who display unsafe behaviour are encouraged to practice safety in the car park at other times (homework, recess, etc)