Dear Parents / Carers:

CAR PARK PICK-UP ZONE

The after school student pick up service was initiated last year and has proved to be a worthy procedure. If you would like to participate - the process is as follows:

- Turn left into the car park;
- Show the sign (with your family name) to a staff member who will relay information to staff and children waiting outside the Kindergarten rooms;
- You will be directed to drive into the pickup-up area where staff will load your children into the car;
- Children will buckle their seatbelts and you will drive off and turn left out of the car park.
- We ask that you not arrive too early (before 3.10pm) and form a queue, as this restricts the access to the Maintenance and Joprim facilities.

To enable your participation in the program; it will be necessary to submit the tear off slip below.

We ask that you pay attention and acknowledge the particulars listed below:

**PICK UP ZONE – RULES AND REGULATIONS:**

- This is not an express pick-up – it may take a little time;
- The pick-up will be from 3.15pm - 3.30pm;
- There is no right hand turn in or out of the car park between 2.30pm – 3.30pm
- I will display a laminated sign, that the school provides (with Child’s Surname) in my car;
- Staff will load my children into the car and I will not leave my vehicle;
- If my children are not ready I will have to move on and find a car park; (outside of the carpark)
- I may not queue into Boronia Street – as this will disrupt buses;
- My children will be responsible for buckling their own seatbelt. I will not leave until my children are safely buckled in. (if your child cannot do this; perhaps the pick-up zone is not the best option for your family)
- There will be no parent parking (in the car park) between 2.30pm & 3.30pm; and
- If my children are not collected by 3.30pm they will be waiting at the Front Office.

Regards,

PAT MCLoughlin,
Principal.

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PLEASE COMPLETE THIS TEAR-OFF SECTION IF YOU WISH TO UTILISE THE PROGRAM AND RETURN TO THE SCHOOL OFFICE

I acknowledge the Rules and Regulations above regarding the Car Park Pick Up Zone and agree to abide by them, in order that my family participate in this program.

____________________________________  _____________________________________
(Parents Name)      Signed

FAMILY NAME:  __________________________________________________________

STUDENT’S NAME:  __________________________________________________________

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