



HOW TO USE THE DROP-OFF AND PICK-UP ZONES

The school has designated **Chestnut Street ONLY** for the **Guardian Angels Campus** and **Pine Street ONLY** for the **Mt Carmel Campus** as the 'Pick-up/Drop-off Zones'. These are 2-minute passenger loading zones supervised by teachers and dedicated parent volunteers and are provided as a service to parents. The volunteers assist children to get in and out of the car with their school bags. It is particularly helpful for parents or family day carers who have babies and toddlers in the car.

The following guidelines have been developed to provide maximum safety for children, parents and helpers who use the zones.

Morning Drop-Off – Operates 8.05am to 8.30am

- Chestnut Street (Prep – Yr2) – Approach to zone from the **The Esplanade ONLY; NOT from Akonna Street**. Cutting in means that you push in front of other drivers who are waiting in the queue down Chestnut Street.
- Pine Street – Approach the zone from **Tingal Road direction**.
- Use the zone like a quick moving taxi rank – **THE ZONE IS NOT TO BE USED FOR PARKING**. Please remain alert and watch for directions from the helpers.
- Move forward as a space becomes available. Please do not 'rat run' and pull out and in around other cars. This greatly increases the risk of an accident.
- Unload children **ONLY** between the witches' hats (the top half of the zone) or as directed by teachers or helpers.
- The driver is to remain in the car.
- The children must exit /enter from the **PASSENGER/FOOTPATH** side of the vehicle.
- Children's school bags and other items need to be in the car; **NOT** in the boot. Teachers or helpers will not open boots, as it is extremely dangerous (especially considering the slope of Chestnut Street). Please do not ask children to get school bags out of the boot themselves. If you need to use the boot, please park legally elsewhere and walk children into school.
- Students arriving after the bell must be accompanied to the Office by a parent to collect a **Late Slip**; **NOT** dropped at the pick-up zones. Class rolls are marked at the start of the day so if you arrive after the roll has been marked and do not report to the office, your child will remain absent on the roll until it is marked again at 1.35pm.

- Display your family name on an A4 sheet (printed please) or Visor label sign on the passenger side of your windscreen or visor. Your child will then be called and be ready for collection, cutting down on waiting time.
- Leave a space for driveways when waiting in Chestnut Street – please be courteous to our neighbours.

Afternoon Pick-Up – Operates 3.00pm to 3.20pm

- The afternoon pick-up has the same rules as the morning drop-off.
- Students remaining at the zones at 3.20pm will be escorted by the supervising teacher to the GA Office to await collection, so please be assured they will not be left waiting anywhere unsupervised.

Sometimes we have cars that park illegally during the designated '2 minute times'. This makes it inconvenient and unsafe as well as difficult to keep the flow of traffic moving quickly. We thank you in advance for your patience in these instances. Please be aware of the parking limits and times of operation when parking around the school.

It is a good idea to bring your child to the zone while it is operating before they start school. This will help them and you familiarise yourselves with the area and routine. Please reassure your child that although they may not be able to see your car straight away, you will be there to pick them up.

Helpers are always needed to run this vital service for the School. It is a great way to contribute, so if you and a friend can spare 30 minutes a week we would really appreciate it. If you would like to help, have any particular concerns or need to report an incident please call the school office.

Your co-operation and patience is appreciated.