

# Pick Up Zone Procedures

At St. Mary's the safety and well being of our children and visitors to the school is paramount.

For safety reasons we ask all parents to either come in to the school and collect their children from their classrooms or go through the drive-through and collect their child from where they are sitting behind the church in the waiting area. I encourage parents who are not Prep parents to actively use our drive through pick up protocol. With increased enrolments and building projects, it is essential that the pick up / drop off area run as smoothly as possible. For this reason, it is important you follow the appropriate routines involving dropping off and collecting your child. Please read the following steps carefully and consult the attached map.

## **PICK UP**

- You must walk with your child to the car. Children must always have a parent next to them when walking through the car park.
- For safety reasons we ask all parents to either come in to the school and collect their children from their classroom or where they sit behind the church in the waiting area. A staff member will be calling their surnames.
- Cars should drive from MacDonald Street into Morley Street and turn right into the school car park. **In the afternoon no cars should be turning left into the car park**, as this does create a grid lock which causes long delays. You are also jumping the queue!
- Children must always walk with an adult through the car park. Do not call them over to your car.
- Cars will proceed through the parking bays to the loading zones 1, 2, 3 and 4 as identified. Families are encouraged to proceed to the far pick up location at these times to ease bottle neck congestion. As cars proceed from the pick up points, families are to proceed again to the furthest pick up point.
- Children will wait in the waiting area until directed to move to a loading zone. A teacher will be directing children into cars from these 4 locations. If your child has not arrived and a preceding car has left, parents are asked to drive on and out to re-join the line up. This avoids any unnecessary delays.
- Please assist us in training and educating your child on these procedures to encourage safe and timely departure after pick up.

## **DROP OFF**

- Parents are to drop their children through the drive through, following the pick up directions and then quickly move off.
- Parents are welcome to use the car park but must ensure they walk with their child through the car park.

## **PLEASE BE AWARE WHEN USING THE CAR PARK:**

- The church car park is used throughout the day, from early morning until late at night for various activities and there are often parishioners moving from the church to the parish.
- Please keep your speed limit to walking pace.
- Please do not ask your children to wait: outside the school in side streets, in front of the school/office or organise other pick up areas as this creates a potential dangerous situation, as the children are not supervised.
- Children are not supervised in Juliet Street and should not wait for their cars there.
- No parent should be using the staff car park as this is presently the major entrance to the school.
- There is the potential for life threatening situations to occur if children or adults do not follow school protocols. We all have a responsibility to ensuring our school is safe. I thank you for your support in this matter.