

## RULES FOR OUR PICK-UP ZONE

1. Cars are not to enter the pick-up zone until invited in by the staff member on duty for that afternoon.
2. Parents must display the family surname clearly on the passenger side sun-visor so the staff member on duty can organise your child for the pick-up.
3. If your child is not present ready to be picked-up then a small loop of the car park must be undertaken. The staff member on duty will decide whether this should happen or not.
4. *In 99% of cases, the parent should not get out of the car.* The staff member on duty will open the door/s for the children and assist them into the vehicle. Parents should have one or both of the passenger side windows wound down so that the staff member can place the child's bag/s into the car through the window/s.
5. If the child requires the seat belt to be done up by the parent, the parent/driver should move the car out of the pick-up zone and briefly park to the side in the car-park area and place the child into the safety harness/seatbelt. *This is not to be done whilst the car is in the pick-up zone.*
6. Children should only enter the vehicle from the passenger side of the vehicle.
7. It is **strongly recommended** that all vehicles intending to use the pick-up zone in the afternoon enter the school grounds from the Upper Kedron end of Hogarth Road. By doing this, traffic congestion on Hogarth Road will be kept to a minimum. **Please consider and make the right choices!!**

