

End of Day Procedures

To ensure the safety of all children and to keep our end of school day procedures running smoothly, please follow these procedures linked here.

- **Do NOT enter the drive-through gate on foot.** This area is strictly for cars using the drive-through. When parents or grandparents arrive on foot at this gate, it creates congestion, slows the entire process, and requires staff to stop and call out names of children who should be collected at the *front gate*. Walking in and out of the drive-through area also obstructs teachers and students as we safely guide children to their cars.
- **If you are collecting your child/ren on foot, you must use the *front or back gates only*.** These are the designated access points for families on foot and help us maintain a safe and efficient system.
- **Please display large, clear, bold name signs when using the drive-through.** Signs are best stuck to the back of the passenger's sun visor, so that when the visor is down the name can easily be seen through the windscreen. This assists staff with identifying your child quickly and keeps traffic flowing (No pen, textas, crayons or pencils – these cannot be seen from a distance). Please do not lay the sign on the dashboard as it cannot be seen unless standing right beside the car. If you need a new sign, please contact the office and we'll make you one.
- **Students must enter vehicles from the passenger side only.** If you have a baby seat on the passenger side, the school child/ren will have to enter via the front seat and climb over to the back, or crawl under the baby seat from the back passenger door to get to the other side.
- **Drivers must remain in the vehicle at all times while using the drive-through.** Please teach your child to do up their own seat belt, so that you don't have to do it for them.

Thank you for your cooperation in keeping all children safe during pick-up.