



Pittwater House

Campus Map

Car Park/Kiss Drop

Zone Operations

achieve a balance
co-educational campus | single-sex education

Contents

- Campus Map3**
- Car Park Operations4**
 - Overview4
 - ECC Parking4
 - Kiss and Drop Zone4
 - Drop Off5
 - Pick Up5
 - Family Name Cards6
 - Kindergarten Parking.....6
 - Parking.....6
- Car Park Map.....7**

Campus Map



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|--|--|--|
| E Early Childhood Centre (Pre-school) | D D Block - Technology and Applied Science (TAS) Classrooms | H The Great Hall |
| M M Block - Junior School Classrooms | S South Wing Senior School Classrooms | R Reception |
| X Enrolments Office | W West Wing Senior School Classrooms | N North Wing Senior School Classrooms |
| PA Performing Arts Precinct | | |

Car Park Operations

Overview

- Follow ALL instructions from staff on duty
- **5kph speed limit**
- No 'L' or Red 'P' Platers allowed in car park at anytime
- Carpark is only available for ECC drop off and pick up and Visitor parking
- During drop off and pick up times, all parking is limited to a 15-minute duration
- Pittwater House may deny access to people who do not comply with these conditions.

ECC Parking

There are 15 parking spots that are marked in blue for Early Childhood Centre parents only. Early Childhood Centre parents are required to walk their children into the Centre and to physically collect them from the Centre. Pittwater House is required to provide a certain number of parking spots to parents of our Early Childhood Centre. We are providing more than the recommended number. Access to these marked parking spots is available **only to ECC parents** between the hours of 7:00am and 8:45am and again between 2:30pm and 3:45pm. ECC parents will be given a clearly marked blue permit by their child's classroom teacher on the first day of school. Please note that this permit allows you access to this range of parking spots, it does not guarantee a parking spot. Only cars with these permits may park in the ECC designated parking spots in the restricted hours. Staff on duty will be ensuring these parking spots are only used by ECC permit holders. To ensure that these parking spots are available to as many parents as possible, we require that they are occupied for a maximum of 15 minutes, giving you time to walk your child to the classroom, give a brief goodbye and return directly to your car. If you wish to park for longer, please use the surrounding streets. The 15-minute time span does not allow time for children to play in the playground.

Kiss and Drop Zone

- **This area of the school is used primarily as a safe open space for students and at specific times converts to a Kiss and Drop Zone controlled by staff.**
- **When operating as a Kiss and Drop Zone, drivers are to remain in the vehicle at all times.**
- **This area is also a no parking zone at all times.**
- Pittwater House Staff on Car Park Duty are there for safety reasons and to assist with the smooth running of the Kiss and Drop Zone. Please follow their instructions. The staff will not be able to discuss any non-car park related issues at this time as they will be concentrating on student safety. Parents who do not follow the instructions of the staff in attendance may be refused further access to the South Creek Road Kiss Drop Zone.
- Pittwater House School will be working hard to have students ready for Pick Up at the correct times. Lessons conclude at 3:00pm, 3:20pm and 3:25pm. It will then take time for the students to be organised and dismissed. If the day's end is 3:00pm, the earliest the students should be expected to be at the Kiss and Drop Zone is 3:05pm. If the day's end is 3:20pm the earliest the students should be expected to be at the Kiss and Drop Zone is 3:25pm.

- Please do not arrive prior to these times as the gates will not be open.
- Kiss and Drop is designed to be a safe method for students to be dropped at and collected from school. To help traffic flow on neighboring roads, please ensure that students are ready to leave the car with no last-minute clothing adjustments needed, their bags packed, and all arrangements made. Then at the drop off, they will only need their seatbelt released and then they can exit the car from the building side of the vehicle.
- Pittwater House School has a “No Boot” policy for safety reasons and to keep the Kiss and Drop Zone flowing. We want to avoid students and teachers having to step out into the roadway to access the boot of the car as well as avoiding the additional time this takes, which when multiplied by all the cars, adds to the time taken for all cars to move through the car park.

Drop Off

- **5kph speed limit**
- Staff will be on Car Park Duty to assist please follow their instructions.
- The gates will be opened at 07:45am and closed promptly at 08:25am
- Arriving between 8:10am and 8:20am enables the students to arrive at their classroom on time for lessons to commence at 8:25am. Playground supervision is available from **8:10am.**
- As you enter the Kiss Drop zone, students should be dropped at the closest available space to the turning circle from the left-hand lane.
- Drivers - **do not get out of your vehicle.** The staff on duty will ensure your children are seen safely inside the school.
- Once you have dropped your child/children safely, move on carefully to exit and keep the Kiss and Drop zone moving.

Pick Up

- 5km = slow walking pace
- Staff will be on Car Park Duty only to assist; please follow their instructions.
- The gates will be opened at 3:00pm and closed promptly at 3:45pm
- When arriving for pick up please proceed around the turning circle towards the 5 loading bays adjacent to the Sports Centre and Music Cottage. (the reverse side of the road to the morning drop off side) Ensure your car pulls into the bay closest to the gate, enabling other parents to line-up behind you.
- Please display your family name card on the dashboard of your vehicle to assist the Staff on Car Park Duty in preparing your child/children for pick up. If your collection time is 3:05pm, your card will be RED. If your collection time is 3:25pm, your card will be BLUE.
- If you arrive early at pick up time or your child/children are not ready you will be required to exit the car park and drive around the block to re-join the queue.

- Please refer to the earlier statement regarding the earliest time you can expect the students to arrive at the car park.
- Students will only be organised and loaded into vehicles by the Staff on Car Park Duty.
- Once you have your child/children safely on board, move on carefully to exit and keep the Kiss and Drop zone moving.

Family Name Cards

Colour coded Family Name Cards are handed out to the students on the first day of term. If you require one later in the year, you can pick one up from Reception. The Cards are used to display your family name so staff can get your children organised to be taken to your car.

Kindergarten Parking

There are no designated Kindergarten parking bays, however, for the first few weeks of term, parents of Kindergarten children may wish to use the 'Visitors' parking bays in the car park in order to walk their children to the internal Junior School gate. Access to these marked parking spots is available **only to Kindergarten parents** between the hours of 8:00am and 8:45am and again between 2:45pm and 3:00pm. Kindergarten parents will be given a clearly marked red permit by their child's classroom teacher on the first day of school. Please note that this permit allows you access to the visitor spots, it does not guarantee a parking spot. To ensure that these parking spots are available to as many visitors as possible, we require that they are occupied for a maximum of 15 minutes to give a brief goodbye and return directly to your car. If you wish to park for longer, please use the surrounding streets. It is desired that the Kindergarten students will be ready for the Kiss and Drop zone by the end of Term 1. We invite you to use the Kiss and Drop zone as soon as your child is comfortable with this procedure.

Parking

We understand that the car park is a resource valued by all parents. It is the intent of these procedures to make the car park an efficient and safe part of the school. We encourage the use of our new Kiss and Drop zone at all times unless parking is absolutely necessary.

Car Park Map



