Friday 29th January 2016

Dear Parents,

Welcome to the new school year. The children have settled into the class routines extremely well today and they are set for a wonderful year ahead. Thank you for your preparation of the children which makes such a difference.

Could you please fill in the form below regarding your child’s after school arrangements and return it to your child’s class teacher on Monday, 1st February, 2016. If at anytime daily arrangements for travel after school are changed, a note should always be given to your child’s teacher in the morning informing her of any changes. As your child becomes more confident and independent, you may wish to change their home/travel arrangements. If this is the case, please notify your child’s teachers in writing. Please avoid changing going home arrangements throughout the day as this is confusing for the children and staff. Emergency calls only.

Every child should return this form to their teacher (1 form per child).

Mrs Leanne Nettleton - Principal

To: Class Teacher

CHILD’S NAME: ................................................................. Class: .................

<table>
<thead>
<tr>
<th>Please tick</th>
<th>Going Home by:</th>
<th>Please circle which days:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus:</td>
<td>Hillsbus</td>
<td>Mon Tues Wed Thur Fri</td>
</tr>
<tr>
<td>Bus No.</td>
<td>..........</td>
<td></td>
</tr>
<tr>
<td>Bus buddy's name:</td>
<td>.........................</td>
<td></td>
</tr>
<tr>
<td>Bus buddy's class:</td>
<td>............</td>
<td></td>
</tr>
<tr>
<td>Crossing Old Northern Road walking line – with who (brother/sister)?</td>
<td></td>
<td>Mon Tues Wed Thur Fri</td>
</tr>
<tr>
<td>Name .......... Class ........</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crossing Brisbane Road walking line with who (brother/sister)?</td>
<td></td>
<td>Mon Tues Wed Thur Fri</td>
</tr>
<tr>
<td>Name .......... Class ........</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will be collected from the under the shelter near Tuckshop</td>
<td></td>
<td>Mon Tues Wed Thur Fri</td>
</tr>
<tr>
<td>St. Bernadette’s After School Care</td>
<td></td>
<td>Mon Tues Wed Thur Fri</td>
</tr>
<tr>
<td>Car Pick Up Service (separate explanation letter attached for new families)</td>
<td></td>
<td>Mon Tues Wed Thur Fri</td>
</tr>
<tr>
<td>Walking home from school</td>
<td></td>
<td>Mon Tues Wed Thur Fri</td>
</tr>
<tr>
<td>Club Dance Fever</td>
<td></td>
<td>Tuesdays</td>
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<tr>
<td>Motiv8sports (details to follow)</td>
<td></td>
<td>Mondays</td>
</tr>
</tbody>
</table>

Signed: ___________________ Parent/Guardian  Date: __________________

ST BERNADETTE’S PRIMARY SCHOOL
29th January 2016

KISS ‘N DROP AGREEMENT

The morning Kiss ‘n Drop service operates between 8 and 8.30am. Parents who wish to use this service from the start of Term 1, 2016 are asked to complete and sign the Kiss ‘n Drop agreement below and return to the school office for processing.

Leanne Nettleton - Principal

☒ …………………………………………………………………………………………………………………………………………………

KISS ‘N DROP AGREEMENT 2016

As a parent, using the Kiss ‘n Drop service, I agree to the following rules and regulations which have been put in place for the safety of all children within the St Bernadette’s community. Failure to comply with the guidelines means that I lose the privilege of the Kiss ‘n Drop service.

I agree to:

- Enter the school using the entrance on Brisbane Road. (NO cars are permitted to enter the school at any time of day via Old Northern Road).
- Drive safely within the school grounds.
- Only allow my child/ren to exit the car in the Kiss ‘n Drop zone.
- When exiting the school onto Brisbane Road, I must not turn right.

Registration numbers of cars using this service:

…………………………………………..
…………………………………………..
…………………………………………..

I understand that 3 written reminders from the principal on the misuse of the Kiss ‘n Drop, will result in this service being withdrawn for my family.

Parent’s Name: ……………………………… Signed: ……………………………

Eldest Child’s name: …………………….. Class: …………………

Office/after school arrangements
Dear Parents,

RE: AFTER SCHOOL CAR PICK UP SERVICE

For the past few years we have implemented an after school car pick up service. This service operates to facilitate the collection of children after school starting at 3pm. Parents drive into school via Brisbane Road and proceed through the school car park and line up outside the school office displaying their ‘yellow family number’ in the passenger side of their windscreen. The family number is then called and children are escorted to the car and when safely strapped in, the parent drives out of the school.

Some important information to consider if you are intending to use this service:

- Car pick up starts at 3pm (outside the school office) – all children are expected to be collected by 3.15pm
- Families using the service are not to enter the car park until 3pm
- Children must remember their family number
- Parents must display their yellow ‘family number’ card on the passenger side of the windscreen
- Children must be able to open/close car doors and do up their own seat belts quickly
- On the school grounds you are asked not to use mobile phones whilst driving
- All direction given by staff must be followed

If you wish to utilise this service in 2016 please complete and return the slip below to Mrs Dawn Crake in the school office for a ‘family number’ to be issued. Please also indicate which day/s your child will be using the service. Parents are not permitted to use this service until you have received your ‘yellow family number’.

If you already have a ‘family number’ from 2015 this can be used again in 2016.

Mrs Leanne Nettleton
Principal

To: Mrs Dawn Crake – School Office

Re: After School Car Pick Up Service

Child’s name: ........................................... (one form per child) Class: .........

☐ Yes, I would like to use the after school Car Pick Up service.

☐ Yes, I agree to follow the safety rules and procedures. (please see overleaf)

☐ I understand that three written reminders from the principal on the misuse of the car pick up service will result in the service being withdrawn for your family.

☐ I have a ‘yellow family number’ from 2015 and will be using this again in 2016. The number is .......

I would use the service on the following days: (please circle).

Monday Tuesday Wednesday Thursday Friday

Signed: .................................................. Date: .................................
CAR PICK UP RULES

1. Do not enter car park until 3.00pm.

2. Enter via Brisbane Road and display family number in front windscreen so that it can be seen.

3. Children to remember their family number.

4. Follows arrows/direction of traffic.

5. Slowly drive around to the car pick up area.

6. Wait in line – if first, pull into car pick up bay (position closest to Brisbane Road). Pull in close to the bollards.

7. Be patient.

8. Ensure left side back seat is unlocked and ready for your child(ren) to occupy.

9. Drive off safely.

10. Children will not be put into the car of any parent/guardian who is using a mobile phone while driving on school grounds.