



St Mary's Primary

January 2017

Dear Parents,

Kiss and Drop/Pick Up

We would like our Kiss and Drop/Pick Up and Kiss procedure for afternoon dismissal to continue this year. To ensure that this runs smoothly, please take note of the following points:

It is important that parents **DO NOT PARK** in the **"NO STANDING"** areas around the school.

The area at the end of Myrtle Street (Victoria Road end) can be used by parents needing to make a safe U turn once their child/children are in the car.

If you **are not** using the Kiss and Drop/Pick Up and Kiss system **please park** in the car park opposite the school in Pine Street, **not in the car park at the back of the hotel**. Use the pedestrian crossing and enter the school via the main gate on Pine Street and exit with your child/children via the double gates on Pine Street. We are trying to avoid pedestrian traffic in Myrtle Street.

You must have a sign with your child's/children's name on it, displayed in the car on the front passenger side when using the Pick Up and Kiss system. Your child's/children's name will be called when the sign is visible to the person on the microphone. If you require a sign please complete the slip attached and return it to the office as soon as possible. We will then issue you with an A4 laminated copy of your child's name for display.

If you are collecting other child/children other than your own (only possible if written permission has been given to the school) it is your child's responsibility to bring the extra child/children with him/her when their name is called.

MOST IMPORTANTLY tell your child/children to listen carefully for their name and to watch for your car so they can be reunited with you safely and quickly.

WE NEED YOU! In order for the Kiss and Drop/Pick Up and Kiss to operate we need parents to volunteer to be on a roster system of opening doors and ushering children into their respective cars. If you can give up your time for only 15 minutes in the afternoon it would be greatly appreciated. The more volunteers we have the fewer times you would need to be rostered.

M:/Shared/Kiss and Drop/Kiss and Drop Procedure 2016