



St. James' Church Kindergarten

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Dear Parents

For those of you who drive your child to school, we would very much appreciate it if you could take some time to read the detailed guidelines to arrival and dismissal of children, and traffic flow and parking in the vicinity of the Kindergarten.

As you know, there is limited car park space in SJCK, and we make a deliberate effort to try to ensure that traffic flow along Harding Road and movement in the car park is as smooth as possible during arrival and dismissal.

It is our hope that all drivers will cooperate with us to manage this very challenging area and we appeal to everyone to be considerate, gracious, patient and 'law-abiding' at all times.

Thank you so much for your continued support.

Yours faithfully

Jacqueline Chung

Principal

Guidelines for Arrival and Dismissal of Children

School / Enrichment Class Hours	
Session 1	8.15am – 11.15am
Session 2	11.30am – 2.30pm
Session 3	2.45pm – 5.45pm
Enrichment	2.45pm – 4.00pm

1. Session 1 arrival

Nursery, K1 & K2

- 1.1 Cars may drop off children at the drop-off bay between 8.00 – 8.15am.
- 1.2 Children who arrive earlier than 8.00am are to wait with the adult in the Terrace.

Pre-Nursery

- 1.3 Children may enter between 8.00 – 8.30am.

2. Session 1 dismissal

DO NOT park in the car park at this time (i.e. between 10.45 – 11.20am). It is strictly reserved for cars picking up the PRE-NURSERY children.

Nursery, K1 & K2

- 2.1 Private pick-up children may be picked up from the Pick-up Point between 11.20 – 11.35am.
- 2.2 Cars should NOT arrive earlier than 11.20am so as not to cause a jam along Harding Road.
- 2.3 Cars in the car pick-up queue should NOT move until the first car has been given the signal to move.
- 2.4 On rainy days, expect pick-up time to be delayed by at least 10 minutes.

Pre-Nursery

- 2.5 Children may be picked up from their classrooms between 11.00 – 11.15am.

3. Session 2 arrival

Nursery, K1 & K2

- 3.1 Cars may drop off children at the drop-off bay between 11.00 – 11.30am.
- 3.2 If you arrive after 11.20am, you have to follow the queue. DO NOT jump the queue or try to cut into the drop-off bay.
- 3.3 Children who arrive earlier than 11.00am are to wait with the adult in the Terrace.
- 3.4 Children who arrive after 11.30am are to be dropped off at the office.

Pre-Nursery

- 3.5 Children may enter between 11.20 – 11.45am.

4. Session 2 dismissal

Nursery, K1 & K2

- 4.1 Private pick-up children may be picked up from the Pick-up Point between 2.35 – 2.50pm.
- 4.2 Cars should NOT arrive earlier than 2.35pm so as not to cause a jam along Harding Road.
- 4.3 Cars in the car pick-up queue should NOT move until the first car has been given the signal to move.
- 4.4 On rainy days, expect pick-up time to be delayed by at least 10 minutes.

Pre-Nursery

- 4.5 Children may be picked up from their classrooms between 2.15 – 2.30pm.

5. Session 3 arrival & dismissal

Pre-Nursery

- 5.1 Children may enter between 2.35 – 3.00pm.
- 5.2 Children may be picked up from their classrooms between 5.30 – 5.45pm.

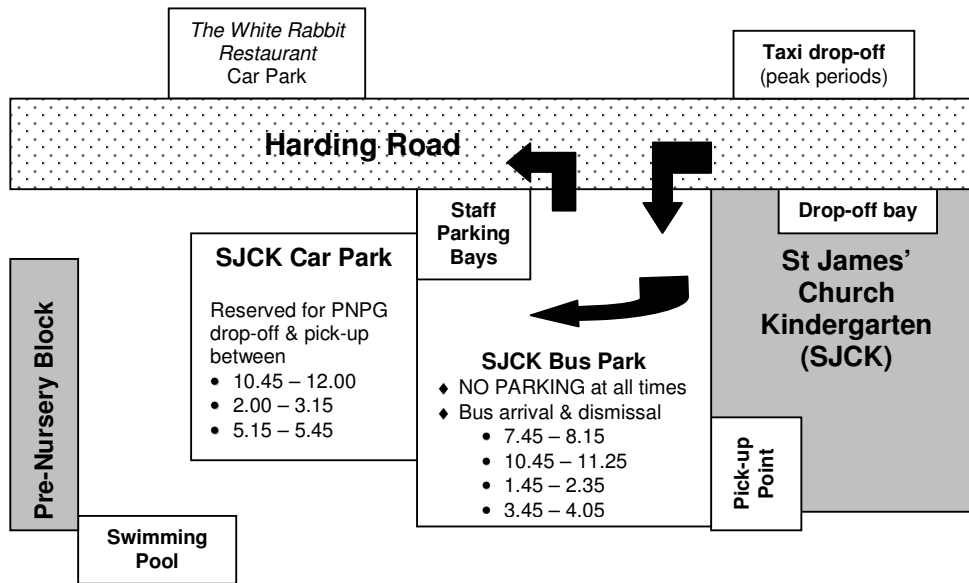
6. Enrichment class arrival & dismissal

- 6.1 Cars may drop off children at the drop-off bay between 2.15 – 2.35pm.
- 6.2 Nursery, K1 & K2 children from Session 1 may enter the Hall (holding area) from 2.15pm.
- 6.3 Children may be picked up from the Pick-up Point between 4 – 4.10pm.

Guidelines for traffic flow and parking in the vicinity of St James' Church Kindergarten (SJCK)

Peak Periods at SJCK (Mondays to Fridays)

- 7.45 – 8.30am
- 10.45 – 11.45am
- 1.45 – 2.45pm
- 3.45 – 4.15pm



1 Car Park in SJCK

- 1.1 The car park is strictly for the use of kindergarten parents who drop off and pick up their children.
- 1.2 No parking is allowed for any other purpose, except for visits to the office or classrooms.
- 1.3 The car park is strictly reserved for cars picking up and dropping off PRE-NURSERY children during the following times:
 - 10.45am – 12.00pm
 - 2.00 – 3.15pm
 - 5.15 – 5.45pm
- 1.4 All cars dropping off and picking up children from Nursery, K1 & K2 levels during the above times are to park along Harding Road or at *The White Rabbit* Restaurant car park, and NOT in the car park.

2 Bus Park in SJCK

- 2.1 The bus park is to facilitate the arrival and dismissal of the children on the school buses.
- 2.2 There is strictly NO ENTRY into the bus park during the peak periods.
- 2.3 NO PARKING is allowed in the bus park at any time unless instructed to by staff during special events.

3 Staff Parking Bays

The red parking bays are reserved for staff cars at all times.

4 Parking / waiting along Harding Road

- 4.1 There is to be NO PARKING and NO WAITING along zigzag lines and in yellow boxes.
- 4.2 Park only along school side of Harding Road as far in along the side of the road as possible so as to allow two-way traffic to flow easily.

5 Parking in *The White Rabbit* Restaurant car park

- 5.1 Special arrangements have been made for cars to park in *The White Rabbit* Restaurant car park.
- 5.2 Park only in designated parking lots at *The White Rabbit* and not along their driveway.
- 5.3 DO NOT park in their car park between 11.45am and 2.15pm which is their lunch operation hours, unless you plan to dine there.

6 Parking for swimming lessons

- 6.1 NO PARKING is allowed in the SJCK car park between 8.00am and 5.30pm.
- 6.2 DO NOT park in *The White Rabbit* Restaurant car park between 11.45am and 2.15pm, which is their lunch operation hours.

7 Taxi Drop-off / Pick-up Bay

- 7.1 If your taxi enters from Minden Road, direct the driver to drop you off in / pick you up from the taxi bay opposite the drop-off bay during peak hours.
- 7.2 DO NOT stop in the middle of the road so as not to obstruct traffic during peak periods.

8 Traffic Directions

- 8.1 There is NO RIGHT TURN at the following locations during peak periods:
 - from Harding Road into the car park if you enter from Minden Road
 - from the car park exit into Harding Road towards Dempsey/Loewen Road
- 8.2 There is NO LEFT TURN when leaving the car park at *The White Rabbit* into Harding Road towards Dempsey/Loewen Road during peak periods. Turn right towards Minden Road instead.
- 8.3 There is NO U-TURN at the following locations during peak periods:
 - in front of the drop off bay along Harding Road
 - at the junction of Loewen Road/Harding Road
- 8.4 If you need to make a U-turn, do so only at the Dempsey Hill area and not anywhere else along Harding Road.

9 Car Queues

- 9.1 Strictly follow the queues for picking up or dropping off children.
- 9.2 Queue jumpers inconvenience and irritate other road users, and can cause accidents. Please be patient and considerate.