



## BISB Drop-Off & Pick-up Information

### **PLEASE DO NOT PARK IN SMALL PARKING AREA (Rotary) NEAR MAIN ENTRANCE – only for Toddler drop off and pick up**

- Speed limit is 15mph; and 5mph near buildings
- Park only in designated places
- No unauthorized parking in handicapped or visitor spaces
- No parking on yellow walkways
- No idling in waiting lines
- No parking in drop-off and pick-up lines; these are 'live' lines, **do not leave your car**

### **DROP-OFF:**

**Morning drop-off runs from 8:00 a.m. – 8:20 a.m. for all students. [See Map on page 2.](#)**

**Toddlers:** Parents of these students should drive around the Upper Loop Road – the duty staff will direct you. Toddler parents may utilize the left lane to pass the line of traffic, if they put their hazard lights on. Proceed past the Main Entrance and turn left into the small car park at the rotary and park in the designated places. Walk to the Toddler play yard and deliver your child. Prompt turn-over of parking spaces is appreciated.

**Nursery -Year 2:** 8:00 a.m.-8:20 a.m. - Drive around the Upper Loop Road via Parking Lot C and use the drop and go system (like Year 3-13 families). There are staff members on duty each morning to assist students getting to their classrooms. Alternatively, parents of Nursery -Year 2 also have the option to proceed up the hill turning left into the BISB parking lot B where a limited number of spaces will be available for parking. Parents must then walk their child to the play yard where duty staff will be. Please return promptly to your car so that a turnover of parking spaces is maintained.

**Years 3 through Year 13:** From 8:00 a.m.- 8:20 a.m. parents should drop-off students by using the Upper Loop Road and then pausing by our Main Entrance. Parents must stay with their cars at all times and must stay in line (no passing other cars), for the safety of all. The procedure is to drop-off and go. There are staff members on duty each morning to assist students into the building.

**Early drop-off:** runs from 7:30 a.m. – 8:00 a.m. for all students. Parents of children that use Early Drop-off in Toddler through Year 5 are required to park in the BISB parking lot B and walk their children into the Main Entrance of the school. The Main Office will direct you to the classroom where all early drop off students are supervised by a member of staff. Parents of children in Years 6 and up may choose to drop off at the upper rotary. **Please do not park in reserved spots or leave your vehicle unattended. Parents who ignore this safety precaution will not be permitted to utilize the Early Drop-Off program in the future.**

**Late Drop-off:** For Nursery – Year 6, if you are late (after 8:20 a.m.) you must park in the BISB parking lot B and escort your child up to the Main Office. Children Year 7 – 13 can be dropped off but **must** report to the office before proceeding to class, to sign in. Parents should be aware that this is for the safety and security of our school community.

### **PICK-UP:**

**Afternoon Pick-up is at 3:30 p.m.**

**The back-gate opens ~3:10. p.m. (for Toddler and Year 3-13 students)**

**Toddlers:** Parents of these students should drive around the Upper Loop Road via Parking Lot C – the duty staff will assist you. Park in the designated places in the parking area at the rotary. Walk to the classroom and collect your child. Prompt turn-over of parking spaces is appreciated.

**Nursery, Reception, Year 1 and Year 2:** Parents of these students should park in the BISB parking lot B. Parents should collect their children from their class teachers at the play yard gate. Please return promptly to your car so that a turnover of parking spaces is maintained.

**Parents of Nursery, Reception, Year 1 Year 2 students who have siblings in the older classes should park in the BISB parking lot B and collect all children from the play yard gate at 3:30 p.m.**





**Years 3 through Year 13:** Parents of these students should drive around the Upper Loop Road via Parking Lot C and wait in line on the right side of the road behind the Bus Zone with their car engines turned off. Parents are asked to park close to the curb so that traffic can flow freely past them. This is a collect-and-go line, so **please do not leave your car.**

If you arrive early, please park in Parking Lot C until the white barrier gate is opened at ~3:10pm. The back gate will close at 3:45 p.m. Please do not park behind the gate or keep your car idling/running outside of these times.

**Toddlers to Year 6** If your child is being collected by anyone other than a parent or person listed on your emergency contact form, please advise the office of the details as early as possible on the day in question.

**If parents need to collect their children early they are asked to do so before 3:00 p.m. Due to traffic arrangements and general end of day hustle and bustle in classrooms, picking up between 3:00 p.m. and 3:30 p.m. is problematic and is discouraged. Parents must to pick up their children before 3:00 p.m. if they need to pick them up early.**



-  Toddler families follow yellow route to small parking area at Rotary
- Year 3 – 13 follow yellow route - live pick up in front of main building.
-  Nursery, Reception, Year 1 and Year 2 - follow blue route to parking lot B