



## Somerville Kindergarten Incorporated

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## CAR PARK POLICY

### Policy Information

Policy Name:	Car Park Policy
Quality Area:	QA 2
Current Version:	1 – 7 <sup>th</sup> August 2019
Purpose:	To provide procedures for the correct parking for kindergarten families
Policy Owner:	Somerville Kindergarten Committee of Management
Policy Author:	Harriet Golding - President
Related Policies:	

### Revision History

Revision Date:	Status: (Draft/Final)	Summary of Changes:	Prepared By:	Approved By:
12/09/13	Final	Nil	Lisa Fraumano	Committee of Management
18/09/14	Final	Nil	Lisa Fraumano	Committee of Management
17/5/18	Final	Nil	Kim McCarthy	Committee of Management
22/5/19	Final	Nil	Harriet Golding	Committee of Management

# CAR PARK POLICY

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## PURPOSE

This policy will provide:

- A procedure that promotes the correct parking for families of Somerville Kindergarten that will ensure the safety of children entering or exiting Somerville Kindergarten or Somerville Primary School.
- A procedure for the reporting / monitoring of any unsafe or unauthorised car parking.
- Ensure that the policy is reviewed regularly.

## POLICY STATEMENT

### 1. VALUES

Somerville Kindergarten is committed to:

- Providing information for families regarding safe car parking while dropping off and collecting children at the kindergarten.
- Respecting the other users attending the kindergarten or primary school and ensuring that all parking restrictions are abided by.

### 2. SCOPE

- This policy applies to staff, committee, children, families, visitors, and students on placement, volunteers and any other person visiting Somerville Preschool.
- Anyone visiting the kindergarten is to use street parking only and abide by all parking signage.
- The car park on the grounds of the primary school is for use by staff of the primary school and kindergarten only.

## PROCEDURES

**The committee is responsible for:**

- Review any unsafe or unauthorised use of the primary school car park and determine the response required.
- Review any incident reports arising from unsafe or unauthorised parking.
- Making the car parking policy readily available to the families.
- Ensuring that this policy is communicated to the kindergarten community via updates in the newsletter.

**The staff are responsible for:**

- Reporting to the Committee any unsafe or unauthorised parking by families of Somerville Kindergarten.
- Documenting any incidents that have occurred due to unsafe or unauthorised parking.

**The parents/guardians are responsible for:**

- Being aware of street parking signage and ensuring care is taken at all times.
- Never using the primary school car park without authorisation.
- Reporting any unsafe or unauthorised use of the primary school car park.
- Reporting any incidents that may have occurred due to unsafe or unauthorised parking to a teacher or a member of the committee and the incident shall be documented.

## **EVALUATION**

In order to assess whether the policy has achieved the values and purposes, the committee will:

- Assess whether a satisfactory resolution has been achieved in relation to issues covered by this policy.
- If appropriate, conduct a survey in relation to this policy or incorporate relevant questions within the general family survey.
- Take into account feedback from staff regarding the policy.

## **ATTACHMENTS**

ATTACHMENT 1: Car park Incident Report

## **AUTHORISATION**

This policy was adopted by the Approved Provider of Somerville Kindergarten on 17<sup>th</sup> May 2018.

**REVIEW DATE:** MAY 2020



**ATTACHMENT 1**

**Somerville Kindergarten Incorporated**

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**Car Parking Incident Report**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Incident:

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Reported by: \_\_\_\_\_

Forwarded to Committee by: \_\_\_\_\_

Date: \_\_\_\_\_

Committee of Management Response:

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Sign by Committee Member: \_\_\_\_\_ Date: \_\_\_\_\_