

**CAR PARK Version 1.15**

- Keithcot Farm Children's Centre promotes road and personal safety for all children, families, staff and the community. The Children's Centre has a car park that is specifically for the use of staff of the Children's Centre and others, as required. At times, the Director of the Children's Centre may offer a parking pass for particular families in instances of special need. If a family feels that they need to access the car park they should approach the Director to obtain a pass.

Signs clearly indicate:

- That the car park is for Keithcot Farm Children's Centre only
- A 10kph speed limit applies
- The direction of entry traffic from the access road and the exit onto Keithcot Farm Drive
- Disabled Parking
- H – Identification of driveway for Emergency Services

Parents / Guardians may use the car park before 8.15 am and after 3.30 pm or during these times if they have a KFCC Car park permit.

At all other times a gate will close the carpark to parents / guardians and they are advised to park along nearby roads. On arrival and departure, it is the responsibility and expectation of every Keithcot Farm Children's Centre employee to ensure that the gate is either opened or closed to the community during these clearly designated times.

Directly in front of the Children's Centre there is a Parking Bay. This is a 'Drop off Bay,' and is sign posted as such. This area has a 2 minute time limit and is not to be used to sit and wait for children. The City of Tea Tree Gully Council inspectors and the police patrol the area regularly. Staff and families are encouraged to ring SAPOL on 131 444 with the registration number of drivers may be breaking road laws and details of the incident.

<b>CREATED:</b>	<b>November 2007</b>
<b>REVIEWED:</b>	<b>November 2008, November 2009, October 2010, October 2011, September 2012, September 2013, September 2014, September 2015, September 2016, September 2017, September 2018, September 2019, July 2020</b>
<b>TO BE REVIEWED:</b>	<b>July 2021</b>
<b>SOURCED:</b>	<b>Occupational Health, Safety and Welfare Act 1986 and amendments Road Transport Act City of Tea Tree Gully Council guidelines SAPOL – Road Traffic Division</b>