

# St. James' Church Kindergarten (Gilstead)



## Traffic Control & Management System 2023

St. James' Church Kindergarten, together with the Land Transport Authority (LTA), People's Association (PA) and the Neighbourhood Committee (NC), subscribe to a Traffic Control and Management System for the smooth flow of traffic on Gilstead Road and the roads within its proximal vicinity.

### Contents

1. Arrival by Car .....	2
2. Dismissal by Car .....	3
3. Drop-off/Pick-up on foot .....	5
4. Guidelines for Traffic Flow and Parking.....	6
5. Private-Hire Vehicles (PHV) & Taxi pick-up point .....	7
6. Security Measures for Pick Up .....	7

# 1. Arrival by Car

## 1.1. Arrival Hours

Session 1	
K1/K2 (3Hr)	8am – 8.15am
Playgroup, Pre-Nursery, Nursery	8.10am – 8.25am
K1/K2 (6Hr)	8.25am – 8.40am
Session 2	
K1 & K2 (3Hr)	11.35 – 11.50am
Pre-Nursery, Nursery	11.35am – 12.00pm

Table 1.1

*\*If you have more than 1 child in the school, please follow the younger sibling's timing.*

- 1.2. All vehicles entering into the campus shall turn **right** from Gilstead Road into the school's entrance from the opposite direction (i.e. the direction of Buckley Road to Gilstead Road).



**Map 1 – Arrival Route**

1.3. Pre-Nursery (PN) Gate

Arrival for **ALL LEVELS**.

1.4. House Gate

Arrival for Playgroup, Nursery, K1 & K2.

1.4 Admin Gate

For Nursery, K1 & K2 walk-ins

1.4 Only children in cars in **brown** positions can self-disembark. Please **do not** allow your child to self-disembark in **blue** positions (refer to Image 1A).

1.5 Staff will be stationed along the corridors to direct the children to their classrooms

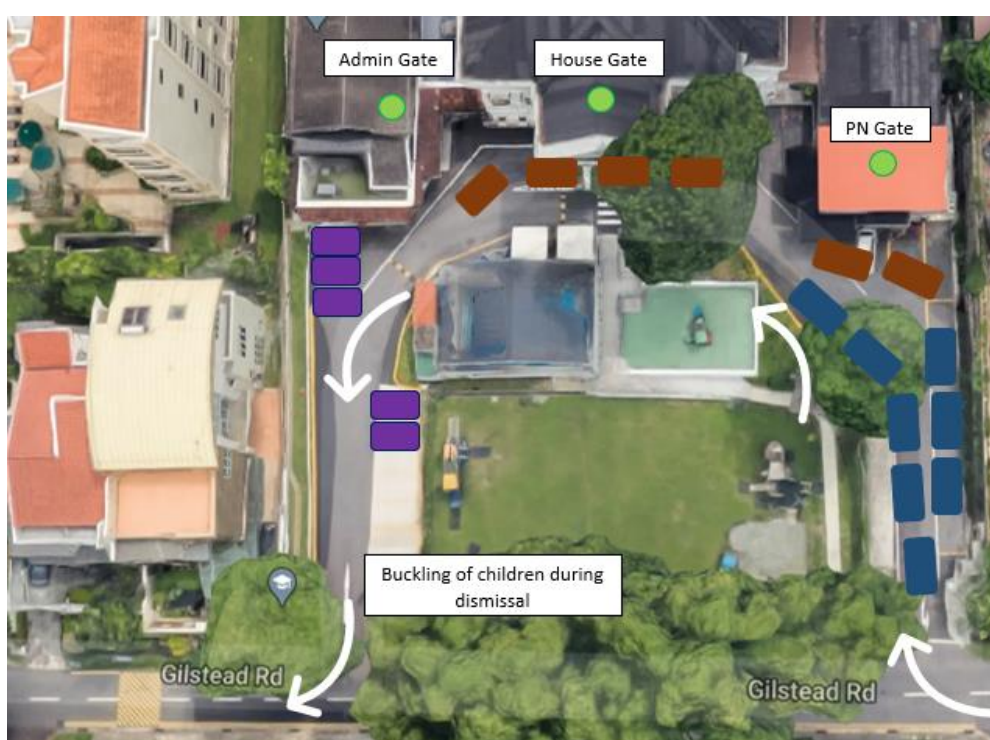


Image 1A

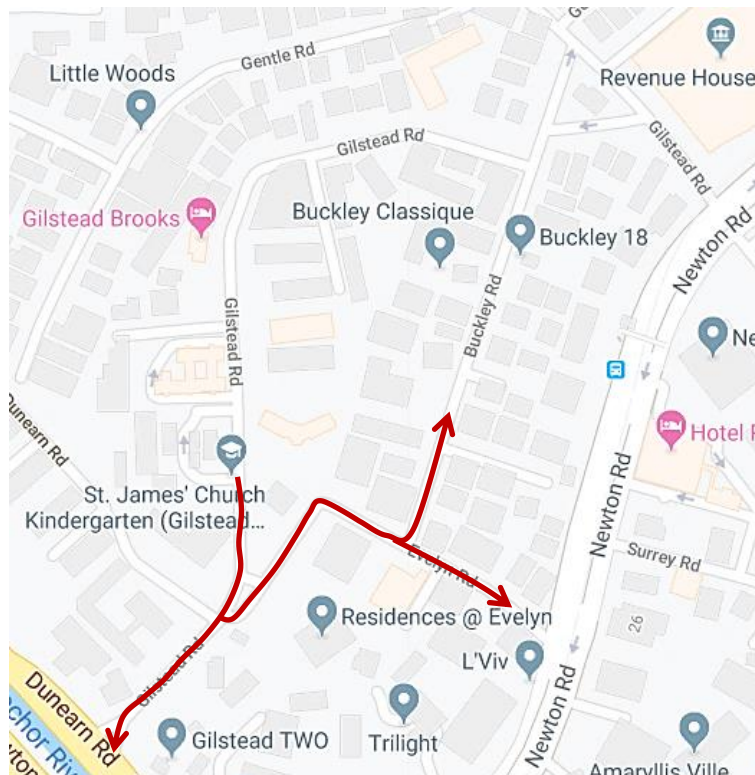
## 2. Dismissal by Car

2.1. Dismissal Hours

	Session 1	Session 2 & 6hr Programme
Playgroup, Pre-Nursery/ Siblings	11.10am – 11.20am	2.50– 3.00pm
Nursery	11.10- 11.20am	2.50 -3.00pm
K1 & K2	11.20am – 11.30am	2.50– 3.00pm
K1/K2 -6Hr	-	2.40-2.50pm

Table 2.1

- 2.2. The operations of the school require all vehicle traffic to enter only at prescribed timings as stipulated in Table 2.1 above. Vehicles who miss the timings stipulated may be **denied entry** and **waved away from the school gate and asked to return at a later timing**.
- 2.3. The prescribed system requires all vehicles to enter and exit in a one-way sequence. This is to ensure that there is no unnecessary waiting and congestion at the entrance and exit and along Gilstead Road.
- 2.4. Vehicles exiting the school shall turn **right** from the school exit onto Gilstead Road (direction towards Dunearn Road).



**Map 2 – Dismissal Route**

- 2.6 Referencing Image 1A on page 3, positions in **purple** indicate spaces for buckling up of children during dismissal. Please buckle up quickly and exit for the benefit of other parents who require the lots.
- 2.7 For the safety of children, we request that car seats be placed behind the driver's seat as they will enter from the right side of the car.
- 2.8 School staff are deployed at both the entrance and exit of the school to facilitate compliance of vehicle movement. For the safety and security of the school, as well as the continuity of its operations, parents must adhere to the instructions given by the school staff.
- 2.9 Errant drivers who flout traffic rules by ignoring instructions or signs will have their vehicle photographed and warning letters will be issued. These behaviours will constitute non-adherence of school rules and the management will take prompt action to address them. Repeat offenders will be asked to withdraw their child from school.

### 3. Walk-ins

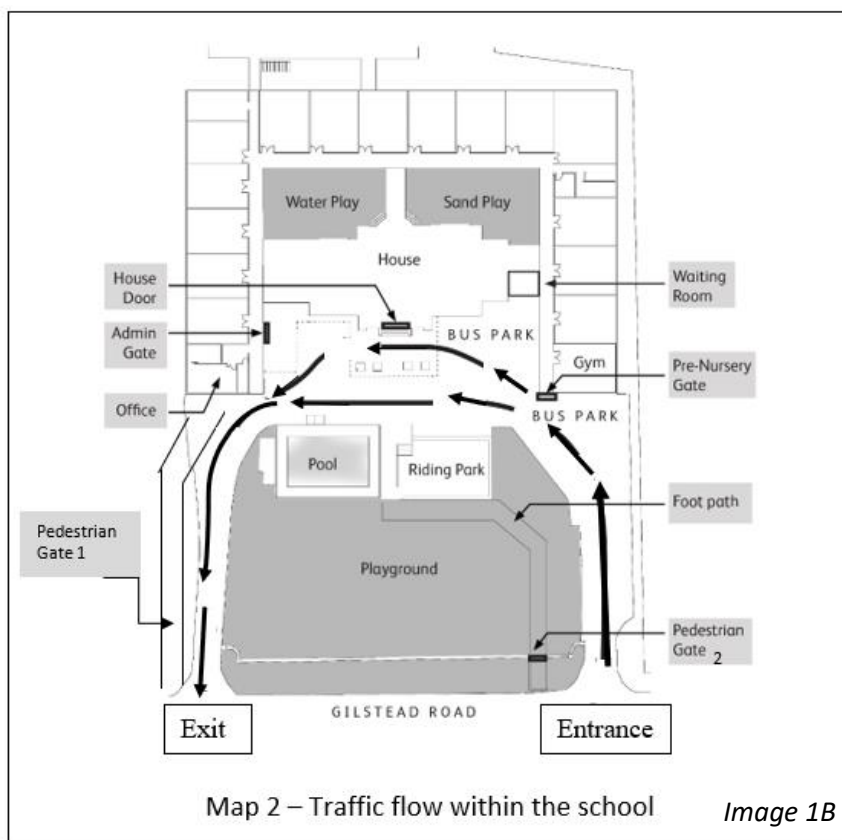
3.1. All pedestrian traffic to enter the school via the pedestrian gate near the entrance and the exit of the school (See Map 2). Pedestrians who enter via the exit will walk along the foot path and enter the school via the Admin Gate. Pedestrians who enter via the entrance gate will walk along the foot path and cross the zebra crossing to enter via the House Door. For your safety, do not enter or exit the school from the vehicle's entrance and exit.

3.2. Walk-in Arrival Timings:

To follow Point 1, Arrival by Cars

3.3. Walk-in Dismissal Timings:

	Session 1	Session 2 & 6hr Programme
Playgroup, Pre-Nursery/ Siblings	11.05am – 11.30am	2.30pm – 3.00pm
Nursery	11.15am – 11.30am	2.45am – 3.00pm
K1/K2	11.05-11.30am	2.45-3.00pm
K1/K2 6Hr	-	2.30-2.45pm



## 4. Guidelines for Traffic Flow and Parking

### Peak Periods at Gilstead (Monday – Friday)

8.00 – 8.30 am  
11.10 am – 12.05 pm  
2.30 – 3.10 pm

#### 4.1 Parking in school

Should you need to drive into school during off peak period, please call us at 6254 6725 to inform us of your arrival and purpose of visit. NO parking is allowed for any other purposes. The School reserves the rights to designate the use of the parking lots.

Please note that the nearest public car park is at IRAS Building (8mins walk) or Newton Food Centre (10mins walk).

#### 4.2 Parking / waiting along Gilstead Road

- There is to be **NO PARKING, NO WAITING, NO CRAWLING** along Gilstead Road.
- Do not make any U-turn along Gilstead Road.
- Trespassing on private property is an offence by law. Do not park or wait in any of the neighbouring private condominiums, apartments, church or kindergarten. Do not loop through any of these premises while waiting to enter or upon exiting SJCK.
- Do not leave your car engines running while waiting in the school premises. Motorists can be fined up to \$5000 by NEA under the Environmental Protection and Management (Vehicular Emissions) Regulations.
- Expect delays of about 10 to 15 minutes during wet/rainy days for all arrivals & pick-ups.

#### 4.3 All pedestrian and cyclists to use footpath

Parents/caregivers who are walking should use the school's pedestrian gates instead of the vehicular entrance and exit. Cyclists should disembark from their bicycles and push their bicycles along the footpath when entering the school via the pedestrian gates.

## 5. Private-Hire Vehicles (PHV) & Taxi pick-up point

- 5.1. We have noted an increase in Private-Hire Cars (e.g Grab) & Taxis during dismissal.
- 5.2. For the safety of the children, please inform the drivers that the pick-up point is at the **Umbrella Stand at the entrance of the school gate (Picture 1)**.
- 5.3. Please use the foot path to get there safely.
- 5.4. There is strictly no parking at this pick-up point as it is a traffic offence. It causes congestion and inconvenience to road users who are unable to overtake due to the southbound traffic.



Picture 1

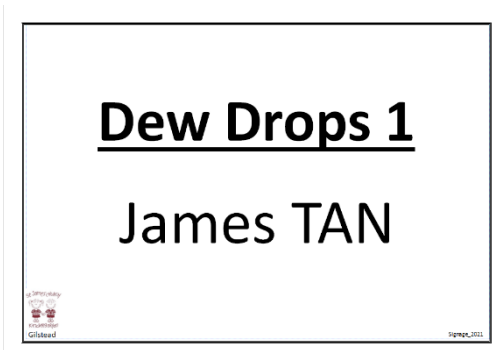
## 6. Security Measures for Pick Up

### 6.1. Name Signage

An official pick-up signage will be given to you for both vehicular and walk-in pick-up. For vehicles, please display the signage on the car dashboard when entering the school. For walk-ins, you are required to show it to the staff at the pick-up point.

In the absence of the name signage during dismissal, our staff will be unable to release the child to you.

If you do not have the pick-up signage during dismissal, you are required to obtain a pick-up verification slip from the Office. This slip will be verified and collected by the staff releasing the child.



## 6.2. Car Decal

Only cars with the SJCK decal displayed on the lower left of the front windscreen (on the passenger side) will be ALLOWED to drive into the kindergarten compound during dismissal timings. SJCK reserves the right to turn away any vehicle entry into the school in the absence of a car decal.

Please **register** for one or to place additional orders via this link: <https://bit.ly/cardecaldorderG> or scan the QR code.



Place decal here



We seek your cooperation in adhering to the above traffic management system. If the traffic condition at Gilstead Road becomes an issue, the existence of our Gilstead Campus will be in jeopardy. Please share this message with all caregivers who will be involved in the arrival and dismissal of your child.

Thank you for your kind attention.

**The Management of St. James' Church Kindergarten (Gilstead)**