

▲ PARKING

▲ POLICY

FROEBEL and The Walter and Eliza Hall Institute have collaboratively developed the procedures for the use of the three (3) drop off / pick up allocated parking spaces on the forecourt.

The intent of this policy is to provide safe and accessible options for families to drop off and pick up children from the Early Learning Centre. As such the procedures are in place to encourage safe traffic flow and allow operations to remain continuous for all stakeholders using the forecourt and surrounding roads.

Minimising vehicular forecourt access

- All families are encouraged to minimise vehicular access to the Institute's forecourt. Wherever possible, staff are encouraged to use sustainable forms of transport, including walking, riding and using public transport.

Where families are travelling by vehicle

- All families who have access to a parking space at the Institute or nearby, are requested to park their car in their allocated parking space and then walk to the Early Learning Centre.
- Institute and Melbourne Health families with children at the Early Learning Centre who do not have onsite parking may contact their workplace traffic and parking manager to discuss parking options.
- Subject to availability, the Institute will provide priority access to on-site and nearby parking for Institute families with children at the Early Learning Centre, in line with the Institute's *Procedure for Allocation of Car Park Spaces – Parkville Campus*.
- For regular users of the short-term forecourt pick up and drop off parking area, families may request an access card by emailing the centre director, (terms and conditions apply).

▲ PROCEDURES

Vehicular access to the forecourt

- Families with children attending the Early Learning Centre have access to 3 x 20 minute drop off and pick up car space located in the building forecourt.
- Access to these parking spaces is through the forecourt entrance boom gate.
- For regular drop off, families with an Access Card will approach the boom gate and use their card to enter and use the forecourt parking as per terms and conditions.
- Families without an access card who occasionally require forecourt access will approach the boom gate, ring the intercom stating they are a FROEBEL family to gain access.
- Families are asked to ensure their drop off and collection time does not exceed the 20 min time frame to allow maximum use of these spaces for eligible families.

▲ ASSOCIATED POLICIES

- Delivery, Collection and Absences of Children
- Forecourt Parking Terms and Conditions

▲ POLICY REVIEW

- This policy will be reviewed every 12 months.
- **Last review:** 22/03/2023
- **Next review:** 22/03/2024