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# The Bahamas Conference Of The Methodist Church

## QUEEN'S COLLEGE

Founded by The Methodist Church, January 13, 1890

February 01, 2018

Dear Parents/Guardians,

I wish to remind you about our **SCHOOL REGULATIONS FOR PARENTS & STUDENTS** regarding our **Driveways and Parking areas**. Please note that these policies are in place for the safety of all concerned.

- Please advise your children to use the pedestrian crossings for their safety.
- Students are to be dropped off and collected from the **car parks** at the bottom of the drive, **not on any of the driveways** as this hinders the flow of traffic. **Students should enter/exit through the gate in front of the pavilion at the bottom of the drive.**
- We ask that you ensure your child's readiness for school each day prior to leaving home so that there are no traffic delays on the drive due to persons fixing their child's hair, neckties, bags, etc.
- **PLEASE DO NOT PARK ON THE DRIVE OUTSIDE THE ENTRANCE TO THE GALAXY OR IN FRONT OF THE SWIMMING POOL AS THIS OBSTRUCTS TRAFFIC.**
- Students and parents are to **walk up/down the drive inside the fence** on either side of the drive and **use the pedestrian crossings**. **PLEASE DO NOT WALK ACROSS THE DRIVEWAYS ON EITHER SIDE OF THE POOL.**
- **Students are NOT to loiter or sit on the wall near Village Road.**
- Only students with **medical conditions** are given permission for their parents to drive them up to the top car park. Temporary passes signed by the Principal are issued in the name of the student. **Parents requesting such passes for students must produce a letter from the physician. Passes are NOT issued for parents with injuries/medical conditions to transport their children up the driveway.**

Please note that, in the interest of the safety of all persons on our campus, we are asking you to be vigilant when entering/exiting the school campus on our drives. We are working to improve both the vehicular and pedestrian traffic flows and we ask your kind consideration and cooperation in these matters for the safety of all.

**VISITORS**—All persons in vehicles visiting the campus, will be given a vehicle tag as they enter which should be clearly displayed on the dashboard. Visitors will also be given a Visitor's Pass which they should have on their person at all times while on campus. These passes must be returned as visitors exit the campus.

**SECURING OF PERSONAL ITEMS IN VEHICLES**—When leaving your car, please ensure that all windows are up and all doors properly locked. Please do not leave any valuable items in your car and do not leave items visible on your car seats. Queen's College is not responsible for any theft or damage to your car or personal items.

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**BACK GATE**—The **back gate is meant for drop-off and pick-up only** at the beginning and end of the school day, and will be closed at all other times. **There is no parking inside the back gate. Parents wishing to come to the Office, should use the main Village Road entrance of the school** as parents or visitors are not allowed to walk through the campus.

The back gate will be open from:   7:00 a.m.—8:45 a.m. DAILY  
  3:00 p.m.—4:00 p.m. MONDAY-THURSDAY  
  2:00 p.m.—3:00 p.m. FRIDAY

**The back gate will be closed at all other times.**

Parents using the back gate entrance to the school are advised to exercise caution when crossing the gate track. **Parents should also be mindful of the residents who live on Strachan's Alley (outside of back gate). Please do not park on their properties or block the entrances to their homes.**

**VISITS TO OFFICES/TEACHER APPOINTMENTS**—We ask parents to cooperate with security officers if you are coming up the drive to any of the Offices, or have an appointment to see a teacher. **The student/s must be let out of the vehicle with their bags to walk up the drive;** only then will the parent be allowed to proceed up the drive.

**RAIN**—**When it is raining, the regulation regarding the school gate will be waived.** Should it be raining in the afternoons, the security gate will be opened at **2:45 p.m.** We ask parents to remain in the lower parking lot until the gate is opened. **There is to be no parking along the side of the drive or in the area designated as a fire lane.** Please remember that on all school driveways, **the speed limit is 5 m.p.h.**

**RESERVED PARKING AREA**—In order to avoid traffic congestion, we ask that you **DO NOT** park in or block the area designated for administrative parking or medical staff; rather turn into the Northern car park and park your vehicles when visiting the offices or if it is raining to let your children out of the car or to pick them up. Two parking slots have been allocated for parents.

**SECURITY**—In the interest of your child's safety, and that of staff, we ask parents/guardians to remember that the personnel manning the barrier are acting on instructions from Administration when enforcing these regulations. Your cooperation and consideration of other drivers is always required. **Please note that all policies are subject to change at the discretion of Administration.**

Thank you for your cooperation in these matters.

Sincerely,



Andrea U. Gibson  
Principal