



Dear Parents,

Parent's Vehicle Pick-up/Drop-off Permit (2020/2021) request form:

If you would like to apply for a pick up/drop off permit, please fill in your details below and return this form to the General Office clearly marked "Parent's Vehicle Pick-up/Drop-off Permit Application (2020/2021)" **on or before 13th August 2020**.

The conditions for use of the permit are as follows:-

- This is a vehicle pick-up/drop-off permit. We feel that this procedure contributes to increased security for all of our students by ensuring that they are being picked up by the appropriate vehicle or person. Drivers of cars not displaying the school permit will be asked to show identification.
- The permit shall be used only by parents of current students of St. Stephen's College;
- The permit is for use only by the vehicle bearing the same registration as the permit;
- Regulations regarding parking in the College are set out in the current note entitled "Use of Cars at St. Stephen's College: Information for parents";
- **This is NOT a parking permit**; it only allows the vehicle to pick-up / drop-off students;
- **NO waiting is allowed after drop-off**;
- **Only 2 (TWO) permits** per family will be issued;
- Permits are valid for one academic year.



Parent's Vehicle Pick-up/Drop-off Permit Application (2020/2021)

Name of Student: _____ Class (2020/2021): _____

Name of Parent: _____

*Vehicle Registration No(s): (1) _____ (2) _____

Driver's Name: _____

Driver's Emergency Contact: _____ (mobile phone)

Parent's Signature: _____



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Use of Cars at St. Stephen's College: Information for Parents

This notice gives guidance on vehicles within the College site. It sets out the pick-up / drop-off arrangements, when parking is permitted and how Parent's Pick-up/Drop-Off Permits can be obtained. The College has three priorities in setting out these guidelines: the safety of students; the identification of visitors for reasons of student protection; and the encouragement of environmental-friendly transport arrangements for the College.

A vehicle pick-up/drop-off permit is NOT a parking permit. We feel that this procedure contributes to increased security for all of our students by ensuring that they are being picked up by the appropriate vehicle or person. Drivers of cars not displaying the school permit will be asked to show identification.

0730hours to 0830hours (morning drop-off)

Two-way entry via Tung Tau Wan Road exit. Drop off at the College Main Gate. **No waiting is permitted.**

1530hours to 1800hours (after school pick-up)

Two-way entry via Tung Tau Wan Road exit. Waiting is permitted in the Central Square. **Engines must be switched off. No vehicle should be left unattended.**

1500hours to 1830hours (Sundays/last days of school holiday for boarders' parent only)

Two-way entry via Tung Tau Wan Road or Wong Ma Kok Road (for Boarders of College House only) exit. Waiting is permitted in Central Square or outside the student hostels. **Engines must be switched off. No vehicle should be left unattended.**





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School Holidays (for Extra-Curricular Activities (ECA) only)

Parents' vehicles may be parked in the Central Square until the end of the ECA. No vehicle should be left unattended. Please note that for special events on Saturday and Sunday, the number of parking spaces available for permit holders will be very limited.

Parking at other times:

- Parents visiting the College on official business, such as to meet with a member of staff, should park in a space designated by the security guard on duty. Alternatively, if they display a Parent's Vehicle Pick-up/Drop-off Permit, they may use any available designated spaces in the College grounds. Vehicles left unattended, at any time, must display a Parent's Vehicle Pick-up/Drop-off Permit.

Parent's Vehicle Pick-up / Drop-off Permits

Parents who wish to leave their vehicle unattended during the times specified above must display a Parent's Vehicle Pick-up/Drop-off Permits for security reasons. If you would like to apply for a permit, please complete and return the attached application form. Permits will be for one academic year only and will be issued after student registration has been completed. Parent's Vehicle Pick-up / Drop-off Permits may only be used by parents and are not transferrable. Other official visitors will be issued with temporary parking permits in the normal manner.

A proper parent letter together with the application form, are required for any replacement of 'Parking Permit' within the academic year.

Thank you for your co-operation.

Yours faithfully,

Ms. Carol Yang
Principal

Ref: 19/20 - 424/YCC

