

LOOK OUT PROGRAM

2026



Dear Parents/Caregivers

The **Look Out Program** is a joint partnership with the Queensland Police, Department of Transport, Moreton Bay Regional Council and North Lakes State College which encourages safe departure from the College. It is a program that assists the school in managing the flow of traffic in an orderly, safe way and thereby ensuring the safety of your children.

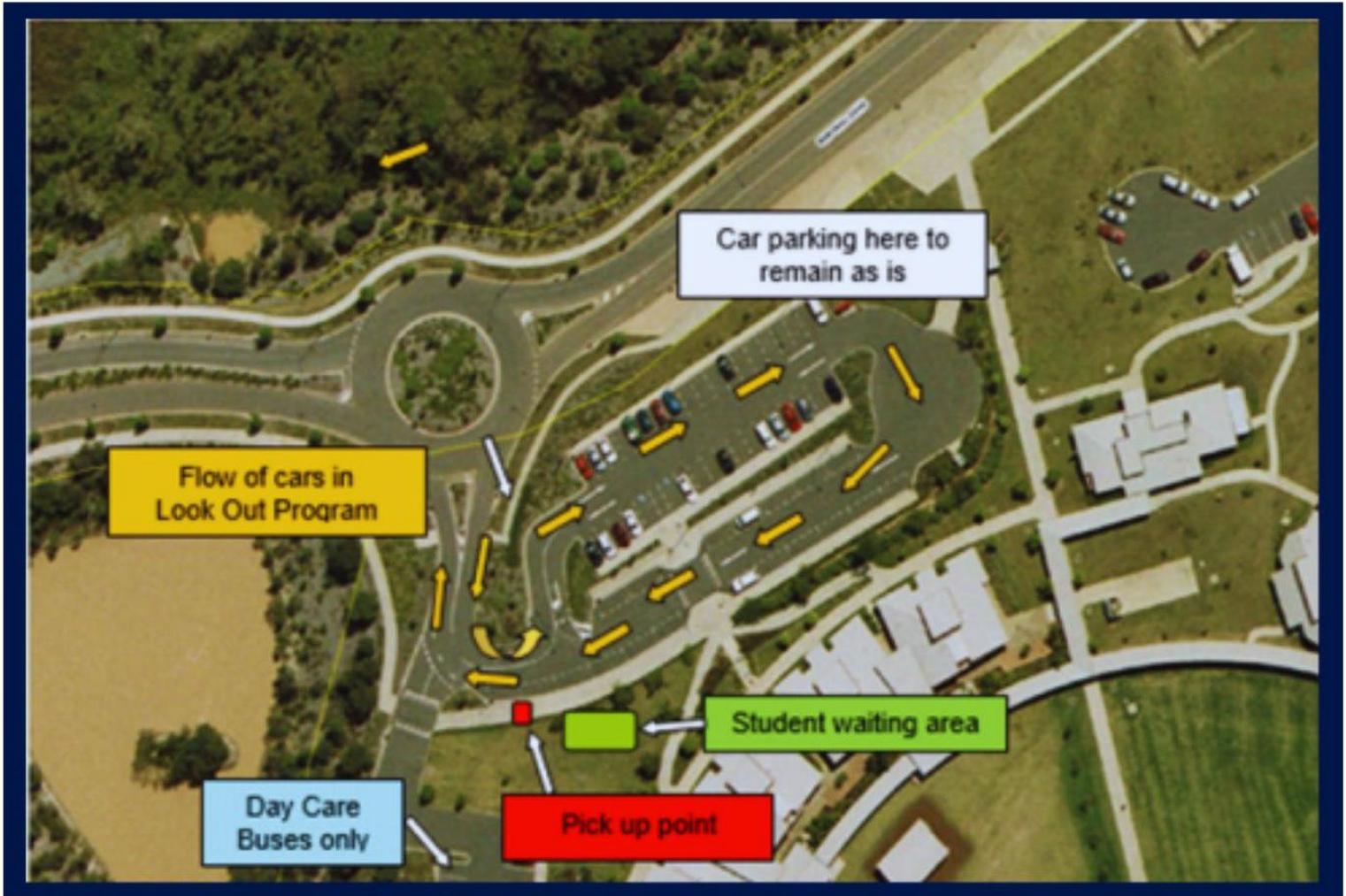
The program operates only in the Cottage Car Park and will be in operation from 2:40pm to 3:00pm. It is open to parents with students in Prep to Year 3 and students need to be registered yearly.

The Queensland Police, Department of Transport and School Administration will be monitoring the program to ensure its success.

Any issues, please contact Client Services on (07) 3482 5555.



HOW IT WORKS



1. Cars line up as per diagram.
2. **Look Out** Staff sights name of family on Dashboard Card which is displayed prominently on dashboard or sun visor.
3. **Look Out** Staff calls the name, and children are marshalled to pick up point. *(If all children are not there, you will be required to re-join the queue).* The 2-minute zone is enforceable by law, and you could be issued an infringement by the police.
4. **Look Out** Staff will make a note of vehicle registration numbers.
5. Children safely enters vehicle and vehicle drives off.

HOW DO I JOIN?

1. Complete this Agreement and Application form *(one form must be completed per allocated card).*
2. Return to Client Services as soon as possible.
3. Dashboard Card will be available for collection from your child's class teacher.

***PLEASE NOTE:** Each adult collecting a student needs to complete an application and agreement form to receive a card. Two cards maximum per family.



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APPLICATION - 2026

Application for Parents/Caregivers who wish to participate in the program.

LOOK OUT is a simple program to assist our school to help manage the flow of traffic in an orderly, safe way.

I wish to apply* to participate in the North Lakes State College **Look Out Program** - Active School Travel.

SURNAME: *(required for Look Out card)*

Please Print

Full Name/s of child/ren being collected

Please Print

| Name | Class | Name | Class |
|------|-------|------|-------|
| | | | |
| | | | |
| | | | |

A card is to be displayed on each car's dashboard/sun visor of all possible people authorised to pick up my child/ren.

The driver picking up the child/ren will be accountable for same.

I have read and understood the **Agreement** and have signed the attached original.

| | | | |
|------------------|--|---------------------------|--|
| Name | | | |
| Mobile | | Days of Collection | |
| Signature | | Date | |

*NB - An agreement is required to be entered into between all participants of the Program prior to issuing cards.

*Each allocated card requires a completed application – if 2 cards (2 max per family) are required please ensure 2 applications and agreements (one per adult) are completed and returned to Client Services.



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AGREEMENT- 2026

This is a program that looks out - the implication is one of care and concern because the community is looking out for the kids. **Look Out** is a simple program to assist the college to help manage the flow of traffic in an orderly and safe way.

I / We agree:

1. To be polite and respectful to the Staff (**Look Out Staff** - these Staff are easily recognisable by their fluoro yellow vests) who are managing the queue; and follow any/all instructions given;
2. That as a parent, carer, or whomever is authorised to collect my child/ren, wait in the vehicle in the queue displaying the **Look Out** card prominently on the cars sun visor/dashboard.
3. I will not leave my vehicle to look for my child/ren.
4. My child/ren will be at the designated pick-up area and waiting for instruction from the **Look Out** staff before entering the family car;
5. I will not arrive at the designated pick-up area before 2:40pm. If I do arrive before 2:40pm in the designated pick-up area, I am aware that I will be asked to move along and re-join the queue.
6. To ensure that every person who is responsible for the picking-up of my child/ren, have a **Look Out** card prominently displayed on their car's sun visor/dashboard. If the **Look Out** card is **NOT** prominently displayed on the vehicle's dashboard, then no child/ren will be allowed to enter that vehicle.
7. If I do not abide by these conditions, I will not be eligible to participate in this program.

| | | | |
|------------------|--|-------------|--|
| Name | | | |
| Signature | | Date | |

IMPORTANT- A separate form is required to be completed by each person collecting your child/ren.