

Morning Drop-off/Afternoon Pick-up Guidelines



Enter through the "ENTER" gate (North Gate) only. Do not use the four drop off/pick up lanes as a parking spot. If you plan to exit your vehicle and enter the school, you must use the 10 designated parking spots on the lower asphalt area. If these 10 spots are full, you must use the lower gravel/grass parking area or street parking.

DROP-OFF

Between 8:00-8:10, the top lane is reserved for middle school drop off only. During this time, elementary students may be dropped off in the lower three lanes. After 8:10, any student may be dropped off in any of the four lanes, pulling up as far as you can before coming to a complete stop to drop off your child.

When dropping off in the A.M., the traffic director will be holding a STOP sign. If this STOP sign is up, it is SAFE for your student(s) to walk from your vehicle via the yellow safety zone areas to their class line under the play shelter. Once your student is safely across, please turn your LEFT TURN SIGNAL ON. The traffic director will determine when it is safe, and will lower the STOP sign and guide cars out. Please do not cross the front white line of the lanes until the traffic director has instructed you to safely leave. Pre-K students will head directly up the path and into their classroom.

If you are dropping off after 8:20 AM, please drive through the top lane by the front of the school to drop off your student(s) by the front door.

PICK-UP

When picking up in the P.M., you may pull into any of the four lanes. The traffic director and staff will be looking for your vehicle to determine which yellow safety zone area to have your students use to get to your vehicle. As we see parents, we will safely send the students to you. Please do not walk away from your vehicle or call for your student to come to you, as there may be moving vehicles. The traffic director will hold up the STOP sign and safely guide your student(s) to you. Once again, when you are ready to go, turn your LEFT TURN SIGNAL ON to show the traffic director that you are ready to go. Do not cross the front white lines of the lanes until the traffic director has instructed you to safely do so.

If you are ready to go, but the car in front of you is not, DO NOT CUT ACROSS LANES to get out quicker. This may lead to a child getting hurt. Please be patient (**Colossians 3:12**). Our number one priority is the safety of our students.

****PLEASE DO NOT USE YOUR CELL PHONE WHILE DRIVING IN THE SCHOOL PARKING LOT!****

Exit through the "EXIT" gate (South Gate) only.

****Please share this information with any individuals that may be picking up your child****

****If you are new to Heritage, please use a blank sheet of paper to write your student's last name on. During pick-up for the first 2 weeks, please show this sign to us from your car. This will help us move more quickly as we learn which vehicle belongs to your family.****