

## Heritage Intermediate School Drop Off and Pick Up Procedures

A.M. Procedure (7:45-8:00 M,T, Th, F) (8:10-8:25 Wed. ONLY): **ALL** students must be dropped off at the **FRONT** of the building at the curb. Students will enter Door #1.

**\*\*P.M. Procedure (2:30-2:35):** **ALL** students must be picked up in the **BACK** of the school (see map). Students must have a red note (issued by the office) before they exit Door #7 to be picked up. Cars will form a line around the circular drive. Students will wait with the adult supervisor(s) until the car comes to a complete stop in front of the sidewalk at Door #7.

**\*\*IMPORTANT NOTE:** The office must have either received a note **OR** received a phone call **no later than 2:15 P.M.** for a student to be picked up in the back of the school; otherwise, a student will be required to ride the school bus.

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