

Heritage School Curbside Procedures & Sign-Up Form

Do you have a new baby, about to have one, illness, child struggling to separate, under time pressure? Then curbside is offered for you!

Procedure:

- To sign-up for service, complete page 2 of this form and submit to the Heritage School office.
- Service is available starting on Monday, September 30th. Forms must be submitted by the 25th of the month prior to when you want to start. Once you are signed up, then you are officially signed up for the year.
- Service will then start on your child's first school day in that month.
- Drop off: 8:55 - 9:05 AM Pick up: 11:45 – 11:55AM
- Children will be taken to the office at 11:55 AM. Late fees apply – See Parent Manual
- Please Note: no curbside service available for Before Care or Afternoon Programs
- Kindergarten- please see parent manual, page 8

Supplies:

- Car Sign provided by office.
(Display in front window or on car visor for pick up after school only)
- Name tag on backpack (provided and attached by Heritage School staff)
- Age/weight appropriate car seat/booster seat
(The Heritage School staff may not put a child into your car without regulation car seats/boosters in place. If you do not have the appropriate seat for your child, please park your car, and put your child into your car.)

Instructions:

- Location: Enter using the driveway on the left/North side of the property on N. Wayne Ave.
- Drive up the hill to the Gym (Building F) Lobby area.
- If possible, we prefer children to be on the right side of the vehicle so the aides do not have to cross traffic.
- Pull up to curb; **please remain in car**; staff member will take the child out or put them in and secure the seatbelt. Please make sure that you have a car seat or booster seat for our staff to put the children into. Acknowledge that the belt is secured correctly.
- Hold up the car sign in the window for pick-up so we can see it from a distance.
- Child must bring their backpack every day with the tag attached.
- Turn left after the curbside and **exit via the perimeter** of the property. Do not drive through the parking spaces.
- **For the safety of staff and children – DO NOT PASS A CAR unless directed to do so by Heritage Staff**

Staff Responsibilities:

- At 9:05AM, our staff will take the groups of children to their classrooms.
- At 11:40AM, staff will bring curbside children to Building F.
- Some staff will remain in Lobby area and the others will work the curb.
- Traffic cones will block traffic flow in certain areas.

**Keep this page for reference purposes.
Complete Curbside Registration Form on the next page and submit to the main office.**

CURBSIDE REGISTRATION

Parent/Guardian Agreement

I, _____, agree to abide by the above procedures.

Please initial each box:

- I understand that the morning drop off window ends at 9:05 AM.
- For pick up after 11:55AM, I agree to pay the relevant late fee.
- I assume all responsibility for the correct buckling of my child into the car seat.

I am signing my child up for:

MORNINGS ONLY AFTER SCHOOL ONLY MORNING + AFTER SCHOOL
8:55 - 9:05AM 11:45 - 11:55AM 8:55 - 9:05AM + 11:45 - 11:55AM

Child's name: _____ Teacher: _____

- Class meets T/TH
- Class meets M/W/F
- Class meets M/T/W/TH/F

ENROLLED SIBLINGS (if applicable)

Sibling name: _____ Teacher: _____

Sibling name: _____ Teacher: _____

CARPOOL (if applicable)

Carpooling with: _____ Teacher: _____

Carpooling with: _____ Teacher: _____

Parent Signature: _____ Date: _____

Parent Name: _____