

August 5, 2021

Dear Heritage Academy Gateway Families,

The safety of your scholars at Heritage Academy Gateway is our topmost priority. As such, we are implementing a new policy regarding visitors on campus during our junior high and high school lunch hours.

Effective August 9, 2021, parents will not be allowed to drive onto the campus during lunch, 11: 15-12:05 Monday through Thursday. The following procedures should be followed should a parent need to be on campus during that time.

1. Parents needing to pick up their scholar or drop off an item for their scholar will need to park on the road on the north side of the campus, walk through the gate, and check in at the office.
2. Parents will also be given a pass to show the gate attendant as they leave our campus, so we know each scholar is safely leaving with his or her parent or that the office is aware the parent was on campus to drop off a scholar's belongings. Any parent unable to produce this pass will be directed back to the office.
3. Only one gate will be unlocked during the lunch hour to allow our scholars who drive themselves to campus to be able to enter and park. This gate will be supervised by a teacher on lunch duty.
4. Any scholars being dropped off at school during this time should be let out at the sidewalk on the north side of campus (outside of the gate), as they can walk into the building to check themselves in as tardy.

We would like to thank you in advance with your support of this new policy. We want to make sure we know who is on campus at all times, especially while so many of our scholars are outside during lunch.

Sincerely,

Heritage Academy Gateway Administration