



HERITAGE CHRISTIAN ACADEMY

*Enter to learn,
Go forth to serve.*

Heritage Baptist Church
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August 1, 2018

Dear Parents,

Here is the drop-off policy that we have for our pre-school and elementary students:

- * 6:30-8:00 a.m. All students are to enter through the main entrance doors-the double glass doors in the center of the building.
- * Parents *may* their children to the class between 7:24 & 7:55.
- * At 7:55 a.m. when the first bell rings, all parents should begin exiting the building so that teachers may begin their classroom promptly at 8:00 a.m.
- * All entrance doors will be locked at 8:00 a.m. After 8:00 a.m., you must enter through the school office and sign in your student.
- * Parents will not be allowed to escort their children to class after 8:00 a.m., except K3 & K4.

If you have any questions regarding these procedures, please feel free to contact me. I will be glad to answer any questions. Thank you for help and understanding with this matter.

Sincerely,

Rev. Joel Dupree

HCA Administrator