



CHRISTIAN HERITAGE ACADEMY

We are so excited about the upcoming school year at Cooper Campus! We are looking forward to meeting your children and helping them grow and develop in the Lord! We wanted to give you some information concerning “Drop-Off”, “Pick-Up” and “Early Check-Out” procedures.

Student Drop-Off

7:30 - 7:45 - Early Drop-off / Walk-in

-K4 - 4th Grade students must be escorted by the guardian to the cafe of Founders. Parking is available outside the double glass doors of the cafe.

-5th - 12th Grade students should be dropped off at the Castle cafe. Students must enter through the front double glass doors of the Castle.

7:45 a.m. - 8:20 a.m

-K4 - 4th Grade students should be dropped off in the designated area in front of Founders Hall. The teacher on porch duty will direct them to their homeroom teacher.

-5th - 12th Grade students should be dropped off in the designated area in front of Heritage Hall and report to their homeroom teacher.

-Students arriving to school in the student-driver parking lot must report to their homeroom and teacher immediately upon arrival. Congregating in the parking lot is prohibited this year.

Student Pick-Up

3:10 - In Person Pick-up

- This time frame is for parents/guardians who wish to park and walk to K4/K5 playground with their car number card to pick up their child. Present the car number to the teacher and they will send your child out to you.

3:15 - 3:30 - Car Rider Pick-up

- Pick-up during this time requires parents/guardians to line up by car and present their car number card. The child will then be called out for pick-up.

-Families with students in K4 - 4th Grade only will pull into the left lane of traffic to pick up their student from Founders Hall. For student safety, make sure car seats are accessible from the passenger side of the vehicle.

-Families with students in 5th - 12th Grade will pull into the right lane of traffic to pick up their student from Heritage Hall. If families have additional students in K4 - 4th Grade, they may proceed from Heritage Hall into the right lane in front of Founders Hall.

-All students must be picked up by 3:30 p.m. AfterCare services will be provided on campus from 3:30 p.m. - 6:00 p.m. through a partnership with the YMCA.

Early Check-Outs before 3:00

* All early check-outs should be made in person. Parents/Guardians will buzz in at the Cooper Office entrance and check-out their students in the office.

*All check-outs after 3:00pm must adhere to the choices above.

