



Heritage Elementary School
2815 Highlands Lane, Wilmington DE 19808



Alice Conlin, Principal
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“...Where students will SOAR in their Love of Learning.”

August 5th, 2021

Dear Heritage Families:

Welcome to the 2021-2022 school year! Whether you are a returning family or a new to Heritage family, we look forward to seeing you and bringing our Heritage Community together for another exciting year!

This letter contains important information regarding the start up of our 2021-2022 school year! Thank you in advance for reading this information carefully so we can have a nice smooth start!

This mailer contains the following sections:

1. [Arrival and Dismissal Procedures & Maps](#)
2. [Car Tags](#)
3. [Name Tags](#)
4. [Upcoming important dates and other “must knows”](#)
5. [Special Greeting to new Kindergarten Families](#)
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1. Arrival and Dismissal Procedures & Maps

A. Bus Riders:

- a. **Bus Rider Arrival:** Bus rider students will arrive at Heritage and be guided from their buses to the main sidewalk. (They will not be crossing any traffic). If they would like breakfast they will enter the cafeteria door (see map). If they do not want breakfast, KN-2 students will enter the main door and 3-5 will enter the far front door (see map).
- b. **Bus Rider Dismissal:** All bus rider students will be escorted to their bus by a member of your child's grade level team. We will have staff on duty to ensure all students are on the correct bus.

B. Car Riders: (See map and directions)

- a. **Car Rider Arrival:** *The following procedures must be followed in order to ensure each child's safety and to continue with the respectful relationship we have with the Heritage Park neighborhood.*
 - i. All traffic on Barnsley must stay single lane. Do not double park if you are approaching a parked car. Please wait and move around that car when there is space along the curb. By doing so, our buses will be able to get through and our neighbors will be able to come and go as needed. Please do not block any driveways. We must make sure our neighbors can come and go as needed!
 - ii. As you leave Barnsley and head up Highlands Lane (see map), you must stay along the curb. Our drop off is strictly limited to curb drop off only. You may let your child out anywhere along the curb. Please keep the

line moving and fill in gaps. You do not have to park right by the doors – we have staff to guide your child(ren).

- iii. Please stay in your car – your child will get out on their own, or a staff person will assist as needed. All hugs, kisses and goodbyes must take place as you move up the curb so we can have a quick exit when you reach the drop-off section of the curb.
- b. Car Rider Dismissal**
- i. Car Tags must be displayed on the mirror. Each family is receiving two car tags. Please keep these handy even if you're a bus rider.
 - ii. As you come down Barnsley to Highlands Lane, a staff member will guide you to either drive along the curb or to drive up to the middle. That staff member will call your car tag number into the cafeteria team, and your child will be brought to your car (see map and directions).

C. Walkers

a. Walker Arrival

- i. Students walking to the building should enter the same doors as described above.
- ii. We ask families to say their good-byes outside of the building.

b. Walker Dismissal

- i. If you plan on walking up to the walker door and picking up your child, you may NOT park in the parking lot. You must park in the neighborhood – being mindful of the cars in line for car pick up, and walk up to get your child.
- ii. If your child has permission to walk and leave the building on their own – you must write a letter and inform us. K students may not be dismissed on their own. They must have a parent pick them up.

All Red Clay families received an email/text from Red Clay on 7/19 at 1:00, regarding your choice in transportation. If this information is incorrect and/or you have NOT called the office to update, please fill out the Google Form below to inform us of your transportation needs: [Transportation Information for 2021-2022](#). We will use this information to update our records and to help us plan dismissal procedures within the building.

Please notify your child's teacher and email our secretary, Juana Esparza (juana.esparzarodrig@redclay.k12.de.us) any time you need to alter your child's normal dismissal routine.

2. Car Tags

- Two Car Tags per family. It is our assumption, that if an adult drives up with your car tag, that they are an approved family member you trust to pick up your child(ren). Please let the office know if your car tags were lost or stolen.
- Car Tags must be displayed from the mirror for easy viewing. If you have a Kindergarten child, you can write "K" on the tag. This may help us as it does take time for Kindergarten students to learn the procedures.

3. Name Tags (K & 1st only)

- Please fill out the name tag enclosed with this packet and return it with your child on the 1st day. Kindergarten & 1st grade parents: if this could be pinned on your child that would be very helpful! These tags indicate your child's mode of dismissal transportation. We use this information to compare with our records to make sure your child is dismissing the way you have planned for them to dismiss.

4. Upcoming important dates and other “must knows”

Monday	Tuesday	Wednesday	Thursday	Friday
August 23	August 24	August 25	August 26 *Meet the Teacher Event! See Flyer below	August 27
August 30 1st Day of School Kindergarten Split Start: Last Names: A-L only Full day 8:45-3:50	August 31 Full day of School Kindergarten Split Start: Last Names A-L only	September 1 Full Day of School Kindergarten Split Last Names M - Z only	September 2 Full Day of School Kindergarten Split Last Names M - Z only	September 3 Full Day of School for all students All Kindergarten students, all 1st - 5th grade students.
September 6 Labor Day - No School/Offices Closed	September 7 Labor Day - No School/Offices Closed	September 8 Full Day of School for all	September 9 Full Day of School for all	September 10 Full Day of School for all
September 13 Full Day of School for all	September 14 Full Day of School for all	September 15 Full Day of School for all	September 16 Yom Kippur - No School	September 17 Full Day of School for all

September 24: Spirit Day Wear your Heritage Red and White!

September 28: Official Open House! Info forthcoming.

Updates from the Red Clay Nutrition Department:

For the 2021-2022 school year, the Red Clay School Nutrition Department will be operating under a federally funded program where all Red Clay students will be eligible to receive a school breakfast and lunch at no charge. **No forms or additional paperwork are required.** Second meals and a la carte items will be available to purchase. At this time, meals will not be distributed for the weekends or holiday-related school closures.

PLEASE NOTE: For the 2022-2023 school year, unless otherwise communicated, the Non-CEP schools will be transitioning back to the traditional school meals program requiring families to submit a completed meal benefit form in order to determine student eligibility for free meals. Additional communication will be sent out at a later date to ensure a smooth transition.

5. Special Message to New Kindergarten Families and New Heritage Families:

We welcome you to Heritage! The beginning of the Elementary School experience is such a special time for you and for your child! We know it is a critical time, and for that reason we want to assure you of the following:

We understand and know that you are anxious and a bit nervous, and that your child may also be feeling the same.

Here are some tips and some procedures that we feel are important to share:

- Your child will follow your emotional lead. So, as the start of school approaches, and on that first day, if you are calm, secure, and happy, your child will most likely be the same!
- Split Start: See the calendar below. Why a split start? This provides teachers with smaller groups of students so procedures can be more easily taught and your child isn't as overwhelmed in the first few days! Teachers also value this time to start building relationships with your child. Smaller groups allow for this to happen right away!
- Breakfast: Free to all Red Clay students during the 2021-2022 school year. Your child is invited to enter through the cafeteria if they would like breakfast. Please have your child tell us as they approach a staff member that they want breakfast. We will take it from there!
- Lunch: Free to all Red Clay students during the 2021-2022 school year. Lunch can be packed from home, or selected at school.
- For school Lunch and Breakfast menus and nutrition information, visit: <https://redclaycafe.com/>
- On the first day of school, we ask for all goodbyes to take place in the car before drop off. Trust us! We do not allow parents to get out and take pictures on the 1st day or any day at arrival, as it adds to the emotional stress and it simply isn't possible with time as we have so many families dropping off in the A.M.
 - You can take pictures at the Meet the Teacher Night on August 26
- A.M. Car Riders: When you pull up to the curb in the A.M., many staff will be there to greet your child. Your child will be guided to the front sidewalk where a staff member will be holding a sign that indicates "Welcome to K" or "Kindergarten" In small groups, your child will be led back to their classroom and directly to their teacher.
- A.M. Bus Riders: As your child exits the bus, staff will be there to greet them. Your child will be guided to the front sidewalk where a staff member will be holding a sign that indicates "Welcome to K" or "Kindergarten" In small groups, your child will be led back to their classroom and directly to their teacher.
- Dismissal: All procedures are carefully taught. We recognize that everything is new to your child.
 - Bus Riders: Each bus rider is guided directly to their bus. Kindergarten students sit at the front of the bus. Parents must be at the bus stop to pick up the K student or the student is returned to Heritage. Please arrive at your child's bus stop at least 10 minutes before the bus is expected to arrive to ensure that you are on time. For the first couple of weeks, please be patient as the bus routes are new to our bus drivers and timing may not be spot on at the beginning of the year. Administration will put out an alert if the bus is expected to be much later than usual.
 - Car Riders: All car riders receive a Car Rider #. Your child will learn this process over a couple of weeks. Your Car Rider student will come to the cafeteria and sit with other K students. Teachers will guide this process every step of the way! As numbers are called from the outside, we will announce numbers inside. Using our master list, we will know if we are calling a K student. Once your child's number is called, they will be guided to the location of your car - safely - with adult guidance at all times.

We take very good care of our new Kindergarten students and new to Heritage students! Trust Us!
Call with any questions or concerns. We are here for you!

6. Dress Code

Red Clay School District has the following Dress Code Regulations:

Student Dress Code The following regulations shall govern the dress and grooming of students in all grades.

Student dress may vary with instructional activities and special events when announced by the principal.

1. Appropriate and safe footwear must be worn at all times. Specifically, house slippers are not appropriate in school or at school functions.

2. Hats, headbands, head coverings, and ear coverings are not to be worn in the building during school hours.

3. Any garments deemed inappropriately tight, short, or revealing (e.g., mesh tops, midriff tops, tank tops, tube tops, short shorts) are prohibited during school hours.

4. Any attire that is disruptive to the educational process is prohibited. Attire that is unsafe, unhealthy, offensive to generally accepted standards, or obscene is not to be worn. Decals, slogans, or pictures that contain references to illegal substances (e.g., alcohol, drugs) or immoral behavior are not allowed.

5. Removal of accessories (e.g., jewelry, dangling scarves.) during shop, physical education or lab is required for safety.

6. Items not specifically covered in the above-listed regulations will be at the discretion and good judgment of the principal.

Meet the TEACHER

Meet the Teacher Event!

When? August 26th - Thursday

Where? Heritage Elementary!

Agenda:

4:00 - All New to Heritage families only (Kindergarten families and others who are new to Heritage) - join us in the cafeteria for a welcome meeting!

4:30-6:30 - Open House format - Come when you're able! All are welcome to come and meet your teacher(s) Class lists will be posted on the door and inside the building. Several staff will be at hand to guide you!

This is a wonderful time to meet Admin, teachers, support staff, paraprofessionals, and the entire Heritage team! We hope you set aside time to come through and say hello!



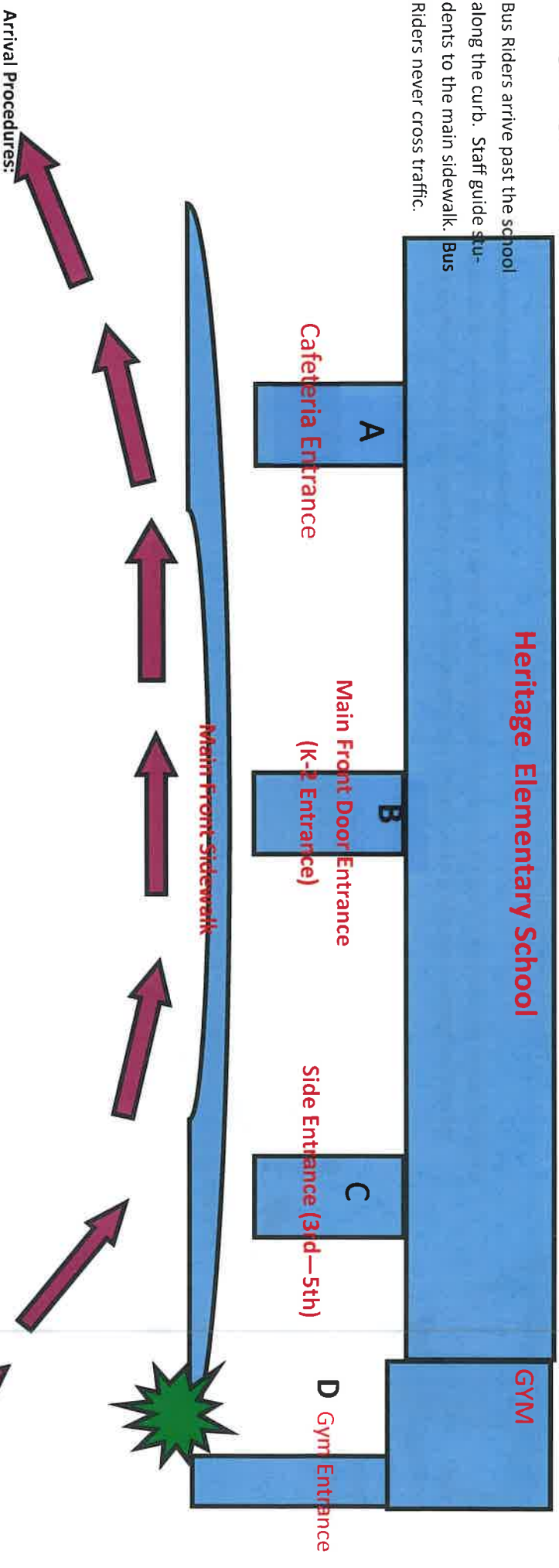
This is also a great time to take pictures out in front of the building with your child. As mentioned above, on the 1st day of school, in order to keep traffic moving, we can't allow families to stop and take photos. Thank you in advance for understanding!





Arrival Procedures / Heritage Elementary

Bus Riders arrive past the school along the curb. Staff guide students to the main sidewalk. Bus Riders never cross traffic.



Arrival Procedures:

1. As you proceed down Barnsley toward Highlands Lane (the road that leads to Heritage) - alternate entering Highlands Lane as per the guidelines of the crossing guard
2. You must stay along the curb—do not come up the middle—you are not allowed to drop off your child from the middle (Purple arrows) (This is a safety protocol—no exceptions as there is moving traffic)
3. All students exit their car along curb starting at the green star (the location just past the gym door sidewalk. (When your car stops in the range from the star to the cafeteria doors—this is where your child gets out.)
4. 3rd—5th grade enter at point C (Unless they would like to receive breakfast. If your child would like breakfast they enter at A.)
5. K—2 nd grade enter at point B (Unless they would like to receive breakfast. If your child would like breakfast they enter at A.)
6. All drivers must stay in line along the curb—do not drive around any other car. All cars must pull all the way up. Example: If you have a 5th grader, do not stop at the Entrance C if there is room to pull further up.
7. All cars exit to the Riding Street exit
8. We love our Heritage Community. As you drive through the neighborhood, please be mindful of not blocking driveways, not blocking Barnsley (stay in a single file), and music volume. Emergency vehicles and neighborhood traffic need to be able to access Barnsley.



Dismissal Procedures 2020

Bus Riders:
Will exit with teachers and will be escorted to their buses.

Heritage Elementary School

GYM

**A Cafeteria
Entrance / Exit**

B Main Entrance

**C Side Entrance /
Walker Exit**

D - Gym Door

Main Front Sidewalk



Middle Cars (Pull up as directed, park, students will be brought out to you. Do not move until directed.)

Middle Cars (Pull up as directed, park, students will be brought out to you. Do not move until directed.)

Procedures

1. All cars enter single file up Highlands Lane. You must stay along curb or buses will be blocked
2. A staff person will direct you to either stay along the curb, or proceed to the middle lanes. If you are a middle car pick up, please pull up leaving no spaces and put your car in neutral. Your child(ren) will exit from the A Cafeteria Exit and be escorted to your car. Do not move your car until directed
3. If you are guided to stay along the curb, a staff person will guide your student from Exit A (Cafeteria) to your car.
4. At no time are parents to get out of cars. We will bring your child to you, or come to you if we see there may be confusion.
5. Both middle and curb merge to exit onto Riding. We guide this as much as possible. Please drive carefully.
6. Walkers will exit from the C Entrance. Parents of walkers may NOT park in the parking lot. Walkers are expected to walk—

