

Administrative Procedure 135 – Appendix

Appendix - COURIER SERVICE SCHEDULE

ALL MAIL, PACKAGES, ETC. TO BE READY AT SCHOOLS BY 9:00 A.M.

MONDAY	New Sarepta Community High School New Sarepta Elementary School École Secondaire Beaumont Composite High School École Beau Meadow School École Bellevue School Black Gold Outreach-Beaumont / Home-Based School École J.E. Lapointe School École Coloniale Estates School École Dansereau Meadows Schools École Champs Vallée School
TUESDAY A.M.	Black Gold Outreach School-Leduc Willow Park School Ohpaho Secondary School West Haven Public School École Leduc Estates School Leduc Composite High School Linsford Park School École Leduc Junior High School East Elementary School Covenant Christian School Caledonia Park School École Corinthia Park School
TUESDAY P.M.	EDMONTON (pick-ups and deliveries)
WEDNESDAY	EDMONTON (pick-ups and deliveries)
THURSDAY	Robina Baker Elementary School John Maland High School Riverview Middle School Calmar Secondary School Calmar Elementary School Thorsby Junior-Senior High School Thorsby Elementary School Warburg School Warburg Hutterite Colony

1. All mail, packages, etc. must be ready for the courier by **9:00 a.m.** This will eliminate delays in the courier's schedule, especially on days when the courier's regular route time may vary. Ensure all items are clearly labeled.
2. Please note the order in which the schools appear on the list above is the order our Courier will be arriving at the schools for his regular run.
3. Should Monday be a scheduled holiday, New Sarepta, Beaumont and Leduc schools will be shifted forward one day and begin on Tuesday afternoon instead of Monday. A revised courier schedule will be emailed to the schools when needed.
4. The email ***Courier Service Request Form*** must be used when requesting Edmonton pick-ups only. Telephone or fax requests will not be accepted.
5. **Email the courier** by 3:00 p.m. on the day prior to the Edmonton run.
6. Due to the increase in volume, pick-ups will be restricted to Edmonton only. Schools are responsible for making alternate arrangements for surrounding areas such as Sherwood Park, St. Albert, Spruce Grove, etc.
7. Inter-school drop offs will only be made on the same day if the courier has not yet been to that school. Back-tracking will **NOT** be done.
8. Boxes/cases should weigh 25 lbs or less. All packaging containing heavy items must be reinforced, sturdy and sealed with packing tape.
9. Items too large or heavy to place in the courier van will not be accepted by the courier. Schools must make alternate arrangements to ship these items.

10. Material Transfer Forms are required when shipping all Student Record Files, as well as items that do not fit in a single inter-office envelope. Items without completed forms will not be shipped.