

**Purpose/Background**

The Division arranges for courier service(s) between the schools and the Education Centre (EC). The courier delivers mail, packages, etc. between the schools and the EC according to the Courier Service Schedule. A revised courier service will be emailed to the schools when needed.

**Procedures**

1. Blue Box Courier/Delivery System

1.1 Weekly school pick-up and delivery of system and inter-school mail and ordered supplies are provided as follows:

<b>Tuesday AM</b>	<b>Tuesday PM</b>	<b>Wednesday</b>	<b>Thursday</b>
<ul style="list-style-type: none"> <li>• WH Croxford</li> <li>• Cooper’s Crossing</li> <li>• AE Bowers</li> <li>• Muriel Clayton/Integrated Services Site</li> <li>• École Airdrie Middle</li> <li>• George McDougall</li> <li>• Airdrie CLC</li> <li>• École Edwards Elementary</li> <li>• Herons Crossing</li> <li>• Ralph McCall</li> <li>• CW Perry</li> <li>• Nose Creek</li> <li>• Windsong Heights</li> </ul>	<ul style="list-style-type: none"> <li>• Heloise Lorimer</li> <li>• RJ Hawkey</li> <li>• Meadowbrook</li> <li>• Bert Church</li> <li>• Cam Clark*</li> <li>• WG Murdoch</li> <li>• Crossfield Elementary</li> <li>• Fairview Colony*</li> <li>• West Haven Colony*</li> <li>• Beiseker</li> <li>• Tschetter Colony*</li> </ul>	<ul style="list-style-type: none"> <li>• Westbrook</li> <li>• RancheView</li> <li>• Cochrane Christian</li> <li>• Mitford</li> <li>• Cochrane CLC/Integrated Services Site</li> <li>• Glenbow</li> <li>• Cochrane High School</li> <li>• Manachaban</li> <li>• Elizabeth Barrett</li> <li>• Bow Valley High School</li> <li>• Banded Peak</li> <li>• Springbank Community High</li> <li>• Elbow Valley</li> <li>• Springbank Middle</li> <li>• Bearspaw</li> <li>• Fireside</li> </ul>	<ul style="list-style-type: none"> <li>• Prince of Peace</li> <li>• Rainbow Creek</li> <li>• Chestermere Lake Middle</li> <li>• Chestermere CLC/Integrated Services Site</li> <li>• Prairie Waters</li> <li>• East Lake</li> <li>• Chestermere High School</li> <li>• Indus</li> <li>• Horseshoe Crossing</li> <li>• Langdon</li> <li>• Sarah Thompson</li> <li>• Kathryn</li> </ul>

\* Colony Schools and Cam Clark Mechanics Training Centre pick-up and delivery will be on an as-requested/required basis.

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## **Appendix A – EDUCATION CENTRE COURIER/MAIL SERVICES**

### **Procedures**

1. Education Centre (EC) mail includes Canada Post, Couriers and the Division inter-school mail delivery system known as the 'Blue Boxes'.
2. The Facilities Coordinator delivers and picks up mail once a day, following the mail delivery from Canada Post to the Education Centre.
3. Each EC department has mail slots located at the secretary's desk, or close to the entry of the department. They are labeled:
  - 3.1. Incoming
  - 3.2. Out Internal (EC and Schools)
  - 3.3. Out External (Canada Post)
4. Out external mail is to be placed into envelopes with the flap folded, however, not sealed, as the postage meter seals the envelopes while stamping the appropriate amount of postage.
5. Couriers come directly to the warehouse receiving office and/or front reception area. If the package is not picked up that business day, the item is placed in the mail for the Facilities Coordinator to deliver to the department in the next day's mail run.
6. If an outgoing courier is required, deliver the item to the Receptionist, with the budget code, and the necessary arrangements will be made. The destination of the package will determine which courier is utilized.
7. The Facilities Coordinator and/or Warehouse personnel will deliver parcels received in the Warehouse including orders from Grand & Toy.
8. The commercial postage machine used at the Education Centre is for business use only. Canada Post can fine for personal mail put through the meter. Prepaid or stamped mail (personal) may be included with the outbound external mail picked up by Canada Post, from the Education Centre, on a daily basis.
9. The postage machine may be available for school use on a charge back basis. Follow the steps below if you wish to utilize the postage machine for school use:
  - 9.1. Contact the EC Facilities Coordinator for availability and postage information.
  - 9.2. Standard 4X9 ½ envelopes hold a maximum of four pages (for standard letter cost), flaps folded down, not sealed and stacked all facing in the same direction.
  - 9.3. Standard 4X9 ½ envelopes with more than five pages are to be boxed separately, not sealed and identified as such.
  - 9.4. Large 9X11 envelopes must be sealed and sorted according to the number of pages in each envelope. This size must be weighed as prices vary.
  - 9.5. Envelopes do not need to be counted, as the postage machine will count them while they are processed.
  - 9.6. The Facilities Coordinator completes a journal entry and notifies the school of the cost.
10. For more information, please contact the Facilities Coordinator.