



Adherence to the following guidelines is required for all drop-off and pick-up operations to maintain safety and efficiency. For additional information on carline, please see our school webpage at: <https://irving.greatheartamerica.org/lowerschoolcarline/>

Lane Assignments:

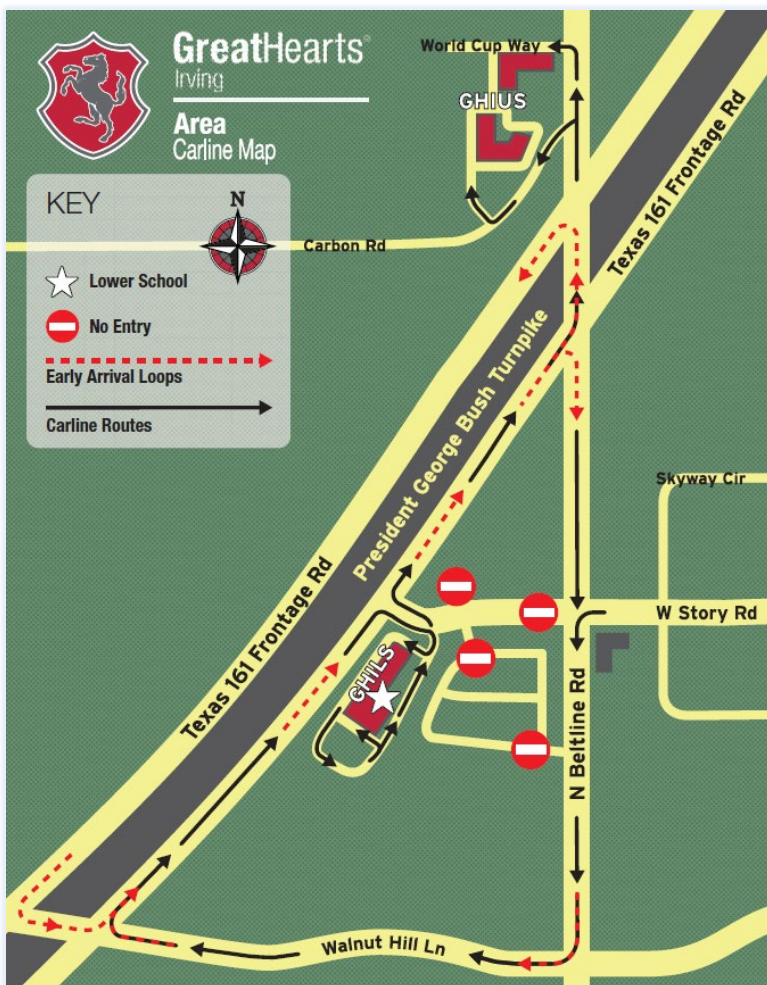
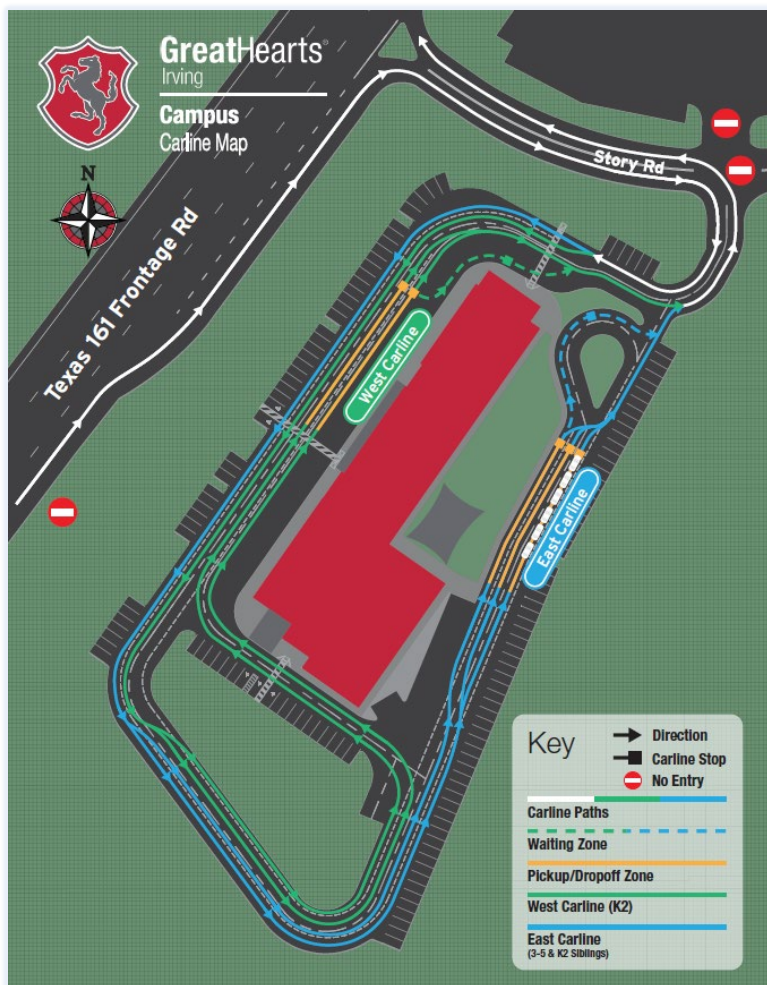
Families should use their assigned carline:

- **West (Green) Carline:** For students exclusively in grades K-2 or late pick up/drop off.
- **East (Blue) Carline:** For students in grades 3-5, including any younger siblings

Campus Entry and Exit Rules:

Refer to the **Campus and Area** maps for a visual representation of these directives. During pick-up and drop-off, **left turn lanes into the school from Story Road are closed**. All vehicles must **turn right onto Story Road** from the TX-161 Frontage Road, then immediately **turn right to enter the school parking lot**. To maintain continuous traffic flow on Story Road and prevent congestion, all vehicles **must exit left out of the school parking lot** onto Story Road. Vehicles are not to use the emergency exit on the TX-161 Frontage Road.

Campus and Area Map:





Navigating Early Arrivals or Missed Turns:

If you arrive before your scheduled wave time or pass Story Road while traveling northbound on the TX-161 Frontage Road, use one of these re-entry routes:

- **Walnut Hill Loop** (Red Dotted Arrows on Area Map): Use the turnaround to proceed southbound on the TX-161 Frontage Road. Turn left onto Walnut Hill Lane, then turn left again to head back northbound on the TX-161 Frontage Road.
- **Beltline Road Loop** (Black Lines with Red Dotted Arrows on Area Map): Turn right onto Beltline Road. Pass Story Road, then turn right onto Walnut Hill Lane. This route will bring you back northbound on the TX-161 Frontage Road.

If approaching the school from north or east during carline, such as heading southbound on Beltline or eastbound on Story Road, do not attempt to turn onto Story Road and make a left into the school lot, as left turns are prohibited from this direction by the traffic officers, are trying to keep vehicles moving on Story Rd. Instead, use Walnut Hill Lane to loop around the block and approach the school via the TX-161 Frontage Road.

Essential Safety Regulations:

- **Do not use unmarked side roads, private business properties, or nearby neighborhoods as shortcuts or turnarounds. These areas are not part of the school's approved traffic plan and must be respected.**
- Using a cell phone while driving is illegal in Texas, including within school lots.
- U-turns on Story Road and Beltline Road are dangerous and illegal.
- **Vehicles must not be left unattended during pick-up and drop-off. Drivers must remain inside their vehicles.**
- All instructions from traffic attendants and law enforcement officers must be followed without exception.

Car Placards:

Each student will receive a car placard with a unique CurbSmart family number. Please display the placard on your dashboard where it's easily visible from outside your vehicle. These placards help traffic captains quickly identify cars and students, especially those with siblings or in carpools. Vehicles not displaying a valid carline placard will not be permitted to pick up students in carline and will be directed to the front office to present identification and sign them out.

Our unique placards are the primary method by which we ensure students are being dismissed to authorized persons during carline. Families should take care that placards are only shared with persons whose names are on file with the front office as having authorization to pick up their children. Families must NEVER modify or attempt to make copies of their carline placards. Additional placards may be requested from the front office or via email at GHILSInfo@greatheartstxschools.org.

Wave Times and Why They Matter:

GHILS has over 900 students and following your assigned wave time is crucial to prevent traffic backups onto the 161 Frontage Road. Wave times are designed to reduce your wait time and spread-out arrival so as not to create a bottleneck and back up on the frontage road or nearby stoplights.

If you're coming directly from home or work, you should not turn onto the 161 Frontage Road prior to your wave time. Students with later wave times will be supervised with an opportunity to read, listen to a story, or work on homework. If you arrive before your assigned wave time, you will be asked to leave the lot and re-queue, which means you'll have to drive around the block.

**Drop Off**

Drop off will run from 7:20-7:50AM. Please **do not arrive or queue in the lot before 7:15AM** so that faculty may enter the lot unrestricted. Do not unload until the traffic captain is present and gives the direction to unload. Vehicles should not leave until directed to do so and all students are clear.

| Wave | Wave Start Time | Student Priority |
|-------------|-----------------|---|
| First Wave | 7:20AM | Working Parents, tutoring assigned by teacher |
| Second Wave | 7:30AM | General student body |

Drop off will conclude at 7:50AM to give students time to transition to their class. **Families arriving after 7:50AM will need to park in the Lower School Lot and sign in with their children at the front desk.** The lower school will begin the pledges and morning announcements promptly at 7:55AM. Students who are not in their seat when the bell rings will be considered tardy. There will be a two-week grace period at the beginning of the year as we anticipate it will take time before everyone (faculty, parents, and students) is operating efficiently.

Pick Up

Pick up will run from 3:30PM – 4:10PM in both lanes (1:25PM – 2:05PM on early release days).

Traffic will be monitored by our officers and entrance will be restricted starting at 3pm. All appointment pickup and volunteers need to leave before 3pm. Anyone arriving after this time will be asked to wait and join the regular pick up process.

Please note your wave time arrival and when we will dismiss students. Families should not be entering the lot early. Your family's wave time is determined by the grade of your oldest child.

| Lower School | Wave Arrival (ER) | Release | Grades |
|--------------------------|-------------------|---------|--|
| Orange Wave – Green Line | 3:20PM(1:15PM) | 3:25PM | Kindergarten Only (no siblings) |
| Red Wave – Green Line | 3:25PM(1:20PM) | 3:30PM | 1 st – 2 nd Grade (and any younger siblings) |
| White Wave – Blue Line | 3:25PM(1:20PM) | 3:30PM | 3 rd – 4 th Grade (and any younger siblings) |
| Blue Wave – Blue Line | 3:35PM(1:30PM) | 3:40PM | 5 th Grade (and any younger siblings) |

All students **MUST** be picked up by 4:10PM (2:05PM on early release days) unless they are enrolled in an after-school activity (please be aware clubs will not begin until September).

After 4:10PM (2:05PM on early release days), students will be monitored by Athenaeum and a charge of \$1 per minute will be incurred. Parents arriving after 4:10PM (2:05PM early release) will need to park and sign their child out at the front desk. A grace period will be extended for morning tardiness and for the pickup cut off time for the first two weeks of the school year to give families and faculty time to become familiar with the new routines.

More information will be forthcoming and available at Back to School/Meet the Teacher Night on August 8th. Please email Charles.brogan@greatheartstxschools.org with any questions and feedback that you may have.

Student Walkers and Closed Campus

As Great Hearts Irving Lower School is situated on a street with commercial traffic, we discourage students from walking or biking as sidewalks do not completely span our street. We have the below policy for students who live within a mile of the area. Students who do not live within a mile radius of school should follow the regular dismissal process. Please be aware that upper school has a slightly



different student walker policy. Students may not walk to or off campus unsupervised by either an adult or upper school sibling.

Siblings can meet at the front desk, exit out the front entrance, and exit out the side gate to Story Road. They must follow the path of the sidewalk out of the Lower School lot.

For families living within a mile of the school premises, parents granting permission for a child to walk to and from campus, the parent/guardian accepts full responsibility for the safety and welfare of the child and all liability of any kind that may arise from the child walking to or off campus. Concurrently, the parent/guardian waives all rights to assert a claim against Great Hearts Irving Lower School and its Board of Directors, officers, administrators, employees, agents, representatives, volunteers, insurers, assigns and successors.

These students who walk or bicycle to school must arrive no earlier than 7:20 a.m. and must always obey the traffic lights and Walk/Don't Walk signals. Students may lock up bicycles at the bike racks, but all bicycles must be removed at the end of the school day; no bikes should be left on campus after hours or on weekends. The Academy is not responsible for any bicycles or other personal property left on the campus after hours or on weekends.

Student Pick-up Permission Policy

Custodial guardians of GHILS students are automatically approved at all times for student pick-up. Any additional contacts must be added to each student's PowerSchool account. Additional pick-up contacts must include name, relationship and contact phone number.

Pick-up in Carline:

Any non-custodial pick-up contacts must be added in PowerSchool, our school data system. All contacts added to the student's PowerSchool account will automatically be added to CurbSmart, our carline pick-up system. *Note:* Manually adding contacts to CurbSmart will NOT approve them for in-school pick-ups. CurbSmart is our pick up app and not the official school data system.

Pick-up During the School Day:

If a student will be picked-up during the school day, this must be done from the Lower School Front Desk. Missing instructional time is highly discouraged as it is impossible to replicate the classroom learning experience and every moment in a Great Hearts classroom matters. This is not hyperbole, please limit absences and tardies to partake if you want the full effect of this excellent educational opportunity. Only contacts added in PowerSchool for a specific student will be permitted to sign-out and pick-up that student. Be sure to check all students, as contacts are not shared between siblings without guardian authorization. All contacts, including custodial guardians and parents, should be prepared to present your placard, Driver's License, or other government issued identification prior to the release of the student.

If a student does require pick-up during the school day, it must take place prior to 3pm on regular days and 1:00pm on Early Release Days. This is to allow ample time for the student to be released prior to the start of carline. Pick-up will not be allowed after these times until dismissal begins, so please plan accordingly.

Emergency Pick-Ups

In the event that a student must be picked-up during the school day by a contact that has not been added to PowerSchool, notification must be sent to GHILSinfo@greatheartstxschools.org or a phone call to the front desk is required. This information will then be shared with the necessary parties. Please CC the teacher but recognize that due to their teaching schedule, the teacher may not see the email in time.