

GREAT HEARTS WESTERN HILLS - TRAFFIC FLOW

OVERVIEW:

- Pick up and drop off of students in lower school will only go through the Lower Lot (K-4).
- Pick up and drop off of students in upper school will only go through the Upper Lot. (5-8).
- Families with upper and lower school siblings will pick up and drop off at the Lower School Lot.

Drop Off

Drop off will run from **7:15-7:48 A.M. in each lot**. Both Schools will begin promptly. Students not in their classrooms for attendance by **7:50 will be considered tardy**. Families arriving after 7:45 will need to park in the Lower School Lot and sign in their children at the front desk.

The left lane into the campus will be closed on Ingram Rd. and Midhurst Ave. Only faculty will be allowed to enter through these exits until 7:15. The officer will not allow you to enter through the Faculty Entrance.

Pick Up ([Click this link for the Video of Lower School Pick-Up Procedures](#))

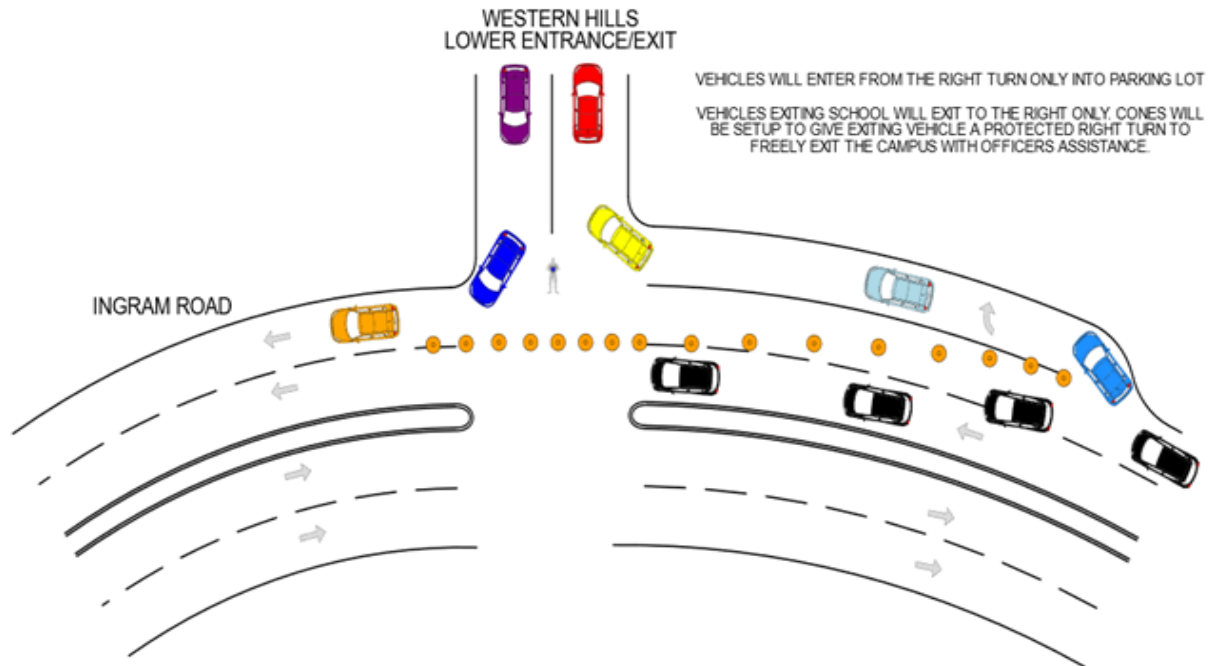
ALL students must be picked up by 4:25 (2:25 on early release days) unless they are enrolled in an after-school activity or atheneum. GHWH has more than 800 students. Please do not stop and get out of the vehicle to buckle in your child. Please teach your child how to do this independently. This will be necessary to keep the traffic flowing. The lower school will enter through the right lane on Ingram Rd. (front of campus) and Upper School will enter the right lane through Midhurst Ave (back of campus).

Placards: Each student will be issued a car placard with a number on it. Please place the placard on the rearview mirror. This will allow traffic captains to enter names into our dismissal system. This system allows us to identify cars for students, families with siblings, and carpools. Please email Mrs. Arredondo if your child is carpooling or you need a placard replacement in Lower School criselda.arredondo@greatheartswesternhills.org or Mr. Griffin in Upper School graylyne.griffin@greatheartswesternhills.org.

Notice: *The city has mandated that vehicles parked on Midhurst will receive a ticket.* In the state of Texas, cell phones are not to be used while operating a motor vehicle, including the school lots.

Turning left on Ingram Rd is prohibited. Turning Left on Midhurst is prohibited. It is dangerous and you may be ticketed.

LOWER SCHOOL TRAFFIC FLOW



DROP OFF LOWER SCHOOL



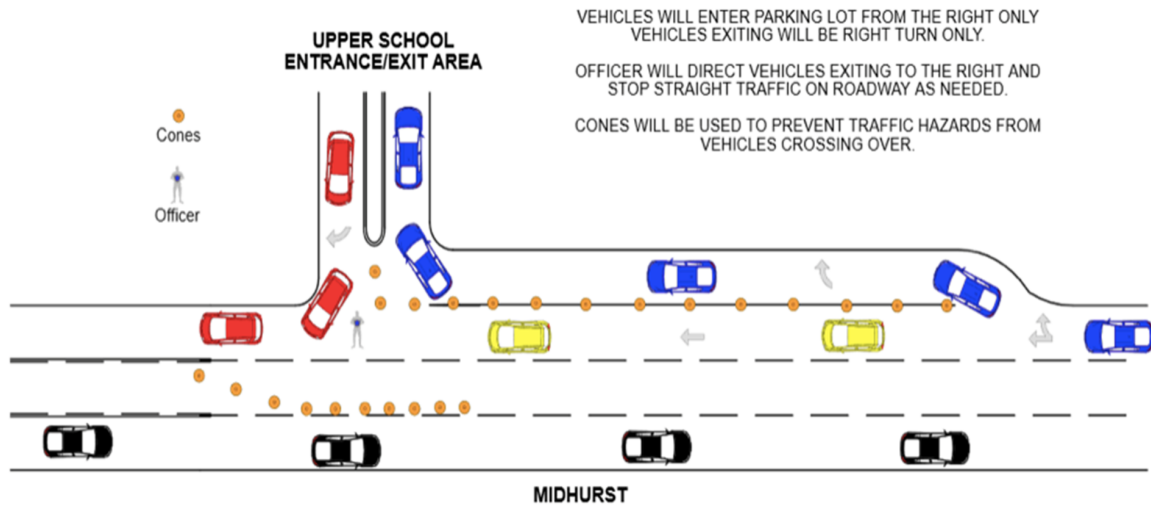
PICK UP LOWER SCHOOL



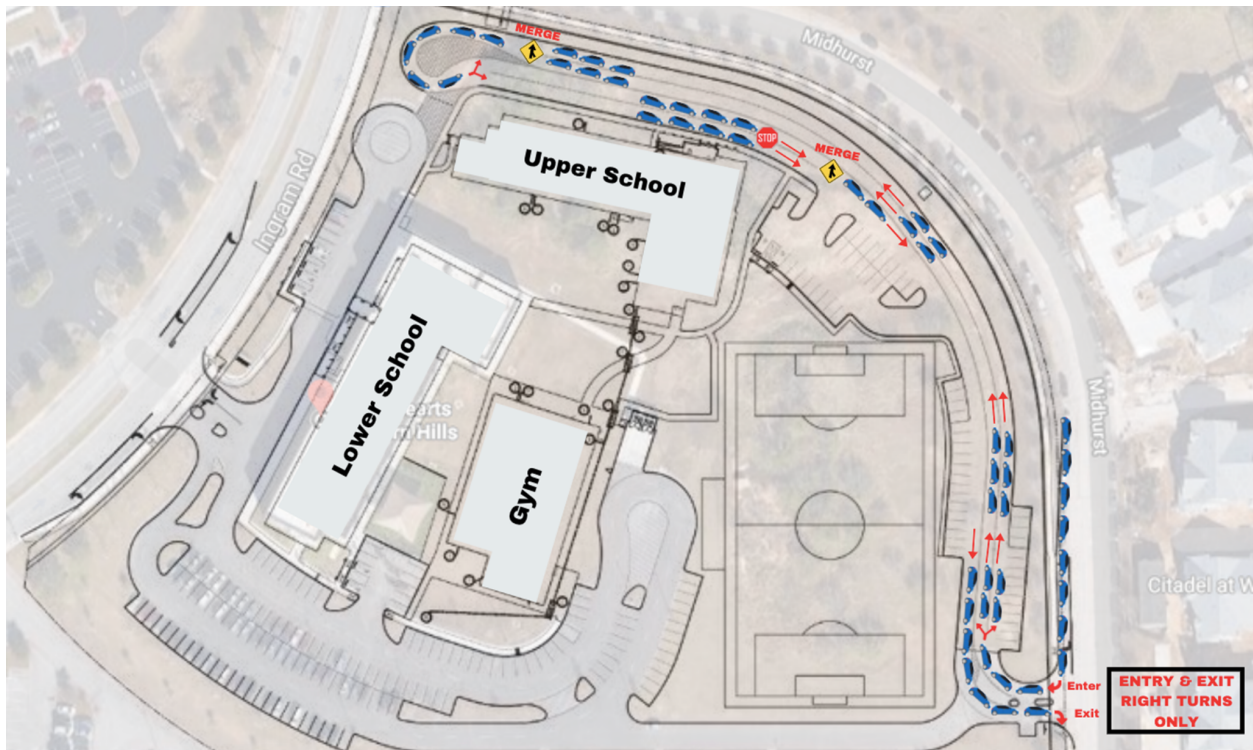
LOWER SCHOOL TRAFFIC FLOW



UPPER SCHOOL TRAFFIC FLOW



UPPER SCHOOL TRAFFIC FLOW



Early Drop Off

Please do not drop off your children before 7:15 am. No child should be left unattended. There is no supervision for students dropped off before 7:15 a.m. so we highly suggest students not arrive before that time. Parents will not be allowed to walk students into the building. Faculty will utilize the exit to enter into the parking lot. Faculty will have a placard to indicate that they are faculty. Families that have children in the upper and lower school will enter through the lower school.

Tardy

K-6 students arriving late to class (after 7:50) will be required to stay in the first 10 minutes from their first recess to complete the missed bell-work activity and fill out their HW agenda. Once the student receives three tardies, communication will be sent by the Dean to parents and further consequences may be assigned. 7th & 8th-grade students who arrive late to any class 5 periods will be issued lunch detention. In a case of excessive tardiness, parents will be notified and further disciplinary measures according to the Student Code of Conduct may be taken or may lead up to a parental meeting with the attendance committee.

Parents will need to come into the Lower School Lobby to drop off their K-8 students. Children who are not able to walk to their classroom from the main office will be accompanied by school personnel.

Dismissal Routine Change

In order to change a scholar's regular daily dismissal routine, (i.e. Walking/biker, a different person picking the student up, atheneum), parent/guardian must contact the Main Office before 12:00 p.m.; office staff will verify student information, and communicate the routine change to the homeroom teacher.

Early Pickup

When you pick up your child before 2:30 pm (12:30 early release), valuable instructional time is lost. It is also a disruption to the classroom. However, we will work with you for occasional early pick-ups. We discourage frequent early pick-ups.

Parents/guardians picking up a student prior to 2:30 p.m. must park in a designated parking space, i.e. NOT in the handicap space or along the red curbed fire lanes.

Parents are required to show an I.D. and must sign out their student(s) in the Lobby. The receptionist will contact the teacher to dismiss the student to the Main Office, prepared to go home. In an effort to maintain an appropriate closure to the instructional day, early dismissal of students after 2:30 p.m. will not be permitted as faculty prepare for pick up. Children will be released to authorized people only.

Parents can not call ahead to request their scholar be ready at the lobby upon arrival for early checkout.

Walkers/Bikers

An important note about walking home: At the end of the day, walkers/bikers are dismissed to leave the school property alone. Our staff members on duty will not wait with walkers/bikers until an adult picks them up. We do not supervise walkers/bikers. If you indicate your child is a walker/biker, you will need to come on campus and sign a walker/biker waiver allowing the scholar to leave school property without an adult. Please ensure your child knows the backup plan if you generally meet them but are running late.

After School Pick up:

All students MUST be picked up by 4:25 pm (2:25 pm on early release days) unless they are enrolled in an after-school activity. After 4:25 pm (2:25 pm on early release days), parents must park, enter the main entrance, and sign out their student(s). Late fees will apply at a rate of \$1/minute. All students should be picked up within 10 minutes of the scheduled end time for clubs, tutoring, or sports. Any student not picked up by this time will fall into the above policy. Siblings of students in clubs, tutoring, or sports, MUST be picked up by 4:00 pm, or may enroll in Athenaeum, otherwise will incur the late charge.

Refusal to pick up

In the rare event, a scholar's health or behavior is severe enough to require removal from campus, the Nurse and/or Admin will attempt to contact the scholar's parent/guardian. If parent/guardian is not available, nurse and/or admin will attempt to contact approved emergency contacts listed in the scholar's file. Once the nurse and/or Admin have spoken to the scholar's parent/guardian or emergency contact, the scholar should be removed from campus within 30 minutes of confirmed contact.

If parent/guardian is unable to be contacted or refuses to pick up their scholar who is experiencing a severe health emergency, the nurse may take the following course of action; call 911, call the department of children's service to file a claim, make the necessary arrangements for the scholar's removal from campus.

If a parent/guardian refuses to pick up their child for disciplinary reasons, the admin may take the following course of action; call law enforcement, call CPS to report child abandonment (Being unwilling to provide care, support, or supervision for the child).

RULES FOR GHWH PARKING LOT

Traffic Flow Lower School:

- Vehicles will begin lining up behind the cone.
- An officer will remove cones at the designated time.
- Traffic enters the main parking lot in a single file through Ingram Road.
- Once in the parking lot, vehicles may go into lane A or lane B.

Drop Off Lane Procedure:

- The Drop off/Pick up lane is 2 lanes.
- Pull ALL THE WAY FORWARD continuously so there are no gaps.
- A teacher will hold a stop sign to stop.
- Students should have their backpacks on their laps and be ready to exit when their car arrives at the curb.
- Scholars are expected to stay in the vehicle until a teacher opens the door and releases them.
- Scholars are expected to exit the vehicle from the outer lane.
- Vehicles will be able to move once the teacher gives the approval.
- No parking in the drop-off lanes.
- No being on the phone in the drop-off lane.
- No playing loud music in the drop-off lane.
- Vehicles must turn right when exiting campus.

Pick Up Lane Procedure:

- The Drop off/Pick up lane is 2 lanes.
- Pull ALL THE WAY FORWARD continuously so there are no gaps.
- A teacher will hold a stop sign to stop.
- Students should have their backpacks on their laps and be ready to exit when their car arrives at the curb.
- Scholars are expected to exit the vehicle from the outer lane.
- Vehicles will be able to move once the teacher gives the approval.
- No parking in the drop-off lanes.
- No being on the phone in the drop-off lane.
- No playing loud music in the drop-off lane.
- Vehicles must turn right when exiting campus
- CELL PHONE use is prohibited while driving in the parking lot.
- LOUD MUSIC is prohibited in the parking lot.
- Getting out of the vehicle is prohibited while Pick up/Drop off is in session.
- Placards must be visible.

Parking Lot Rules will be reported to our campus police officer. These rules are for the safety of the children at Great Hearts Western Hills.

Below are examples of backpack tags and placards. The scholar's name and section will be placed on each. The lower school will only be issued a backpack tag. [Please refer to the pick-up video.](#)

