



GHWH Carline Traffic Flow

Drop Off

Families with K-5 students ONLY will drop off in the Lower School lot.

Families with 6-9 students ONLY will drop off in the Upper School lot.

Families with students in BOTH Upper and Lower schools may drop off at either US or LS Lot.

Drop off will run from 7:20-7:49 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 7:49 will need to park and sign in their child 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.**

Early Drop Off

Please do not drop off your children before 7:20 am. No child should be left unattended. There is no supervision for students dropped off before 7:20 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.

Tardies

Students in K-5 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. In a case of excessive tardiness, parents will be notified and further disciplinary and academic measures will occur. Students in grades 6-9 who arrive late to any class including 1st period (after 7:50am) will receive an infraction. Please see the US Family Handbook for information on infractions.

Pick Up

Families with ONLY K-5 students will pick up their students at the LS lot.

Families with ONLY 6-9 students will pick up their students at the US lot.

Families with siblings in BOTH Upper and Lower school will pick up at the Upper School Lot.

- 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. 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).

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, this includes inside the school lots.**
- **Turning left on Ingram Rd is prohibited. Turning Left on Midhurst is prohibited. It is dangerous and you may be ticketed.**

Placards

Each student will be issued a car placard with a number on it. Please place the placards of each student you are picking up in the dash of your front window. If any of your students are participating in after school activities or did not attend school that day, please do NOT display their placard in the window; display only the placards of the students you are picking up. This system allows us to notify your students' teachers that you have arrived so they can release your child as quickly as possible.

Dismissal Routine Change

In order to change a scholar's regular daily dismissal routine, (i.e. Walking/biker, a different person picking a student up, atheneum/HW Club), 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 3:45 pm (1:45 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 as they will negatively affect your scholar's ability to keep up with the course work and may result in affecting their grades.

Parents/guardians picking up a student prior to 3:45 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) at their respective campuses (K-5) Lower and (6-9) Upper. The receptionist will contact the teacher to dismiss the student to the Main Office. Children will be released to authorized people only.

Parents cannot call ahead to request their scholar be ready at the lobby upon arrival for early check out.

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 back-up plan if you generally meet them but are running late.

After school Pick up

All students MUST be picked up by 4:25pm (2:25pm on early release days) unless they are enrolled in an after-school activity. After 4:25pm (2:25pm 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 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, may not "hang out" on campus until their sibling's extra curricular activity is over. No student may be unsupervised on campus after school. Any student unattended will be checked into Athenaeum/HW Club.

Refusal to pick up

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

If a parent/guardian is unable to be contacted or refuses to pick up their scholar who is experiencing a severe health emergency within 30 mins, the nurse may take the following course of action; call 911, call the department of children's service to file a claim, and make the necessary arrangements for the scholar's removal from campus.



If a parent/guardian refuses to pick up their child for disciplinary reasons, administration 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).

GreatHearts®

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