

GreatHearts Forest Heights

Traffic Guidelines for the 2024-2025 School Year

****All vehicles, at all times, in every situation need to make right turns into our property from Prue/Research Rd. At no time will a left turn into our property be permissible, either at the lights in front of the main entrance, or via a left turn onto Legacy Hill.**

Morning Drop Off

Lower School Parking Lot

Families who only have Kinder - 5th grade students, no siblings in grades 6-11.

Staff-assisted drop-off will run from 7:15-7:45AM in the back lot. Loop around the parking lot, follow staff instructions, and you will be on your way in a reasonable time frame. A staff member will direct you to either the first lane or second lane. DO NOT let your child exit the car by themselves. A staff member will open the car door to make sure your student passes between cars safely.

Please signal a thumbs-up or thumbs-down to indicate to the traffic captain whether or not you are ready to exit. If you still have students in the vehicle, you will indicate thumbs-down. If your students have left your vehicle and they are walking into the school, you will indicate thumbs-up. Please leave your thumbs in the “up” position until you are signaled to leave the parking lot. Keep in mind with glare, it is often difficult to see what you are actually signaling, so don't be surprised if the captain acts like they can't see your hand. Some parents have found putting their thumb out the window to be helpful.

Upper School Parking Lot

Families who have students in grades 6-11. Even families who have K-5 siblings. If you have a student in 6th grade or above...this is your lot!

Staff-assisted drop-off will run from 7:15-7:40AM in the back lot. You will make a right turn onto Legacy Hill, then turn right into the school parking lot. You will continue turning right, loop around the front of the building (see map), dividing into two lanes as soon as you enter the parking lot and proceed in two lanes to the back of the school.

Students may ONLY exit the vehicle when they are at the back of the building. (see map for drop off zone) Once the car line is completely stopped, the traffic captain will signal for students to unload.

Please signal a thumbs-up or thumbs-down to indicate to the traffic captain whether or not you are ready to exit. If you still have students in the vehicle, you will indicate thumbs-down. If your students have left your vehicle and they are walking into the school, you will indicate thumbs-up. Please leave your thumbs in the “up” position until you are signaled to leave the parking lot. Keep in mind with glare, it is often difficult to see what you are actually signaling, so don't be surprised if the captain acts like they can't see your hand. Some parents have found putting their thumb out the window to be helpful.

Late Arrivals/Tardies

Kinder - 5th grade students arriving after 7:45AM will need to park in one of the designated “VISITOR PARKING” spots, walk your student to the front desk, and sign them in. They will be given a tardy pass and sent to class. Parents will sign the student in on one of the ipads provided. Students not in their classrooms for attendance at 7:50am will be considered tardy.

6th - 11th grade students arriving after 7:40 can pull to the front curb and drop their 6th-11th grade students off. If the student does not have sufficient time to walk to their locker and get to their 1st period class, they will return to the front desk for a tardy pass. You may NOT drop off K-5 students at the upper school. These students must be signed in by the parent. See above paragraph.

Afternoon Pick Up

Each student will be issued a car placard with a number which is connected to your family unit. Please display the placard on the dashboard or in an area which is easily viewable from outside the vehicle. Please leave the placard in place until after you leave the school with your student. It must be visible at all times during our pickup process.

We use a system that will allow us to record your arrival in the parking lot. This information is broadcast to your student's classroom where they wait to be called by their teacher and sent to

their designated door for pickup. The entrance you use to begin the pick up of your children will dictate where the computer system directs your child.

Lower School Parking Lot

Families who only have Kinder - 5th grade students, no siblings in grades 6-11.

Their teacher releases them from their classroom, they meet up with their K-5 siblings, and are escorted to their vehicles by our faculty and staff. When the traffic captain has complete control of the vehicles in the loading zone, they will call a “load back”. This will signal the teachers with their students to walk the row of vehicles. For safety reasons, the driver may not depart until instructed to do so by the traffic captain. The driver needs to indicate to the traffic captain a thumbs-up if all the students are in the car and ready to leave, or thumbs-down if the driver does not yet have the students. If you indicate a thumbs-down please continue to keep your placard visible to help the traffic captain identify students who may need to be called over the radio. In order to keep the carline moving, the traffic captain might ask the driver to pull to the front doors of the school to pick up the student(s). Families will receive their placards at meet the teacher night. If you cannot attend meet the teacher, the placard will be put in their backpack on the first day of school. To request replacement placards contact: GHFHinfo@GreatHeartsTXSchools.org

Upper School Parking Lot

Families who have students in grades 6-11. Even families who have K-5 siblings. If you have a student in 6th grade or above...this is your lot!

Lower school teachers will release K-5 students from their classroom and they will be sent to the designated door for dismissal. Once they are released from the building, students are safely escorted by staff to the UPPER campus to meet up with their sibling to walk the carline with their upper school sibling.

When the traffic captain has complete control of the vehicles in the loading zone, he will call a “load back”. This will signal the students to walk the row of vehicles. For safety reasons, the driver may not depart until instructed to do so by the traffic captain. The driver needs to indicate to the traffic captain a thumbs-up if all the students are in the car and ready to leave, or thumbs-down if the driver does not yet have the students. If you indicate a thumbs-down please continue to keep your placard visible to help the traffic captain identify students who may need to be called over the radio. In order to keep the carline moving, the traffic captain might ask the driver to pull to the front doors of the school to pick up the student(s). You may put your placard down when you leave the loading area. Families will receive their placards at meet the teacher night. If you cannot attend meet the teacher, the placard will be put in their backpack on the first day of school. To request replacement placards contact: GHFHinfo@GreatHeartsTxSchools.org

If families who regularly use the Upper School lot to pick up their children are only picking up their Kinder - 5th grade student, and are not picking up 6th - 11th siblings, they are to use the Lower School Lot procedures.

Student Drivers

Students are allowed to drive and park on campus. Please reach out to GHFHInfo@GreatHeartsTXSchools or go to the Parent Resources tab on the school website for the required documents and form. The Upper School receptionist will also have these forms.

Wave times

It is important for parents to adhere to specific pick-up times to ensure the smooth and safe dismissal of all students. Following the designated schedule helps minimize traffic congestion, allows staff to efficiently manage the dismissal process, and ensures that each child is supervised until they are safely in their guardian's care.

Regular/Early Release	Lower School	Upper School
3:30 pm and 1:25 pm	Kinder + any siblings	6th + any siblings
3:40 pm and 1:40 pm	Gr. 1-2 + any siblings	7 th + any siblings
3:50 pm and 1:50 pm	Gr. 3-4 + any siblings	8th + any siblings
4:00 pm and 2:00 pm	Gr. 5	9 th & 11 th + siblings

Follow your wave times. **Do not arrive before your wave time.** The wave times are our best option to prevent vehicles from blocking traffic on Prue/Research Dr. The wave timing is designed to decrease your wait time. Students who have later wave times will not be idle. They will use this time to read quietly and work on homework with a teacher present. GHFH now has over 1,100 students. Each vehicle that arrives before the assigned wave time will add an unnecessary burden of vehicles to the parking lot and therefore hold up traffic. Wave times work best when everyone in our community abides by them. If you are coming directly from home or work, you should not be turning onto Prue/Research Dr. prior to your wave time. If you need a place to wait up prior to your wave time, you may use the Chinese Baptist Church parking lot

just west of our campus, on the North side of Prue Rd. to wait in a safe location. **Do NOT park and wait in the business parks located next door to campus. They have authority to tow any vehicle. You may also incur a traffic violation from our local Police for not obeying our neighbors instructions.**

*******Continue to next page for Wave time Map and campus maps.*******

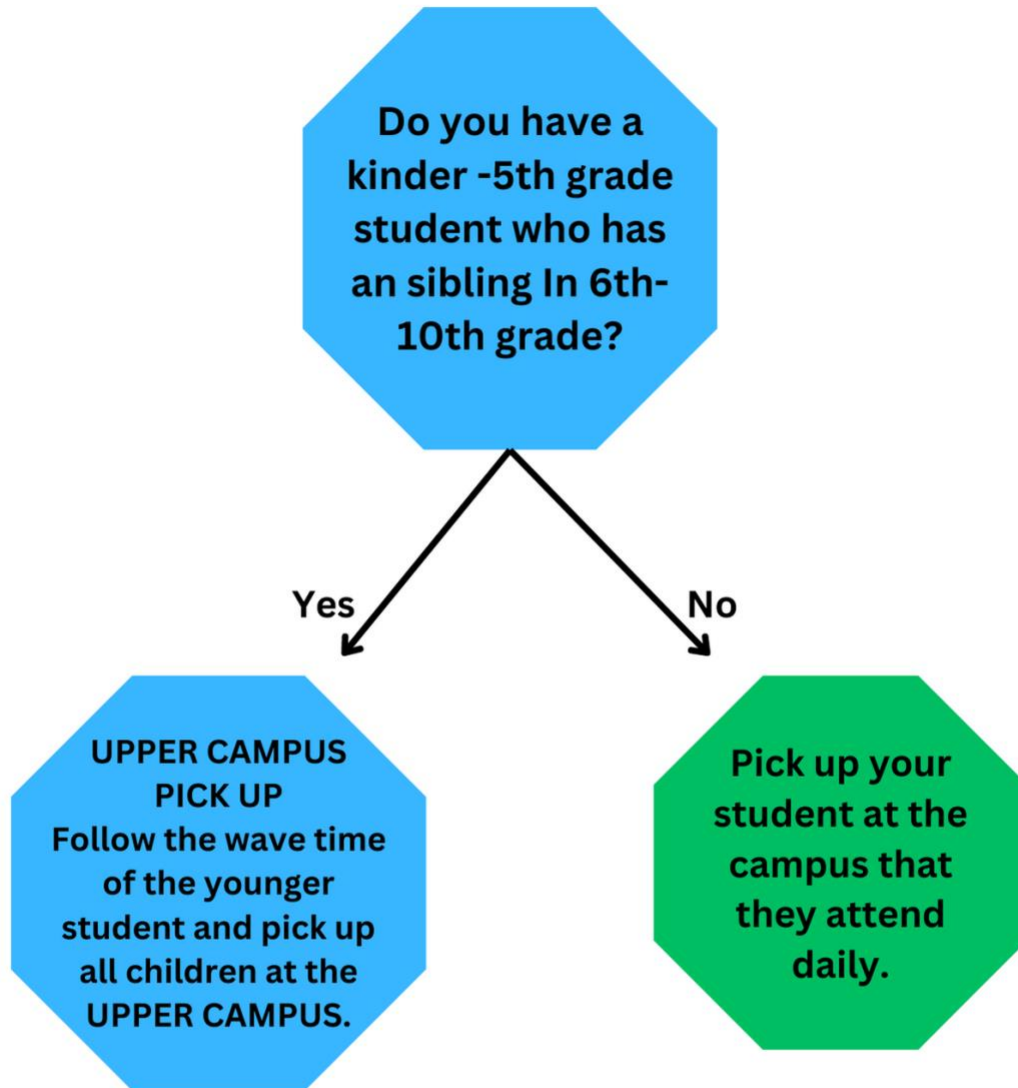
When Is My Wave Time?

How do I find the correct time for my family or carpool to arrive at school? (Pick up begins at 3:30 or 1:30 on early release days.)

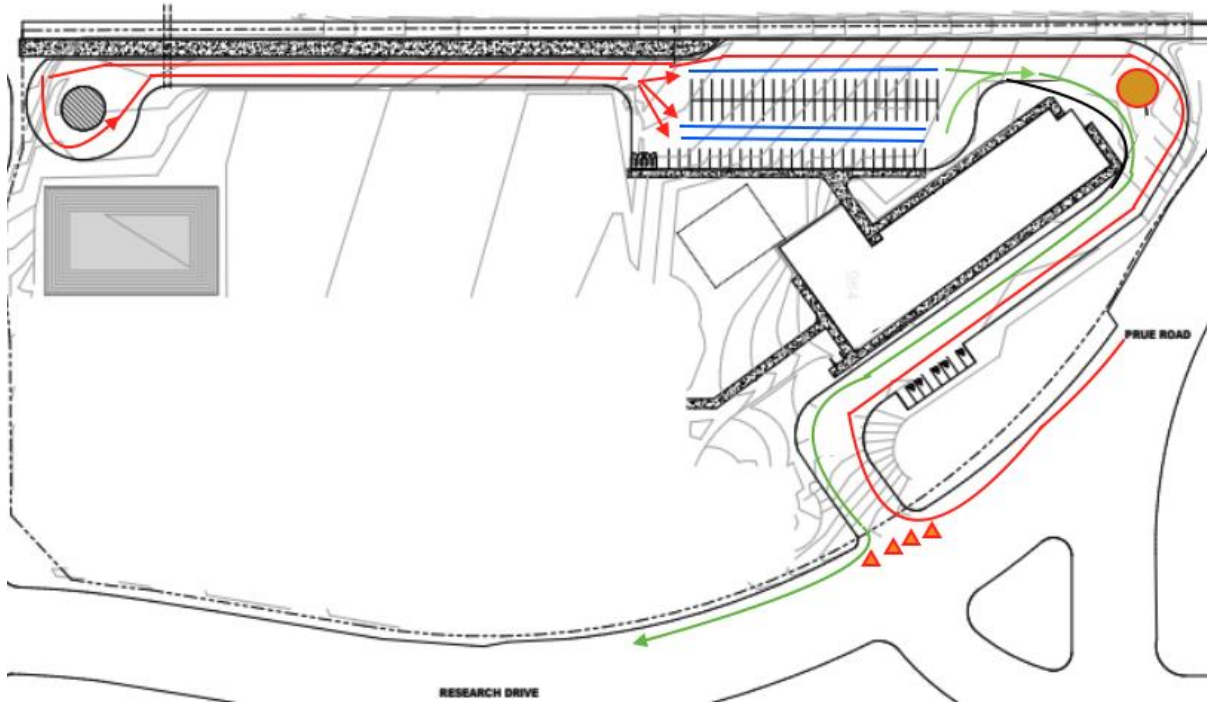


AFTER 4:10, students will be inside at the front desk of the lower campus. Upper school students will be walked to the lower campus. You will need to park in a visitor parking spot and walk in to check out your student. Athenaemum will charge \$1.00 for every minute you are late.

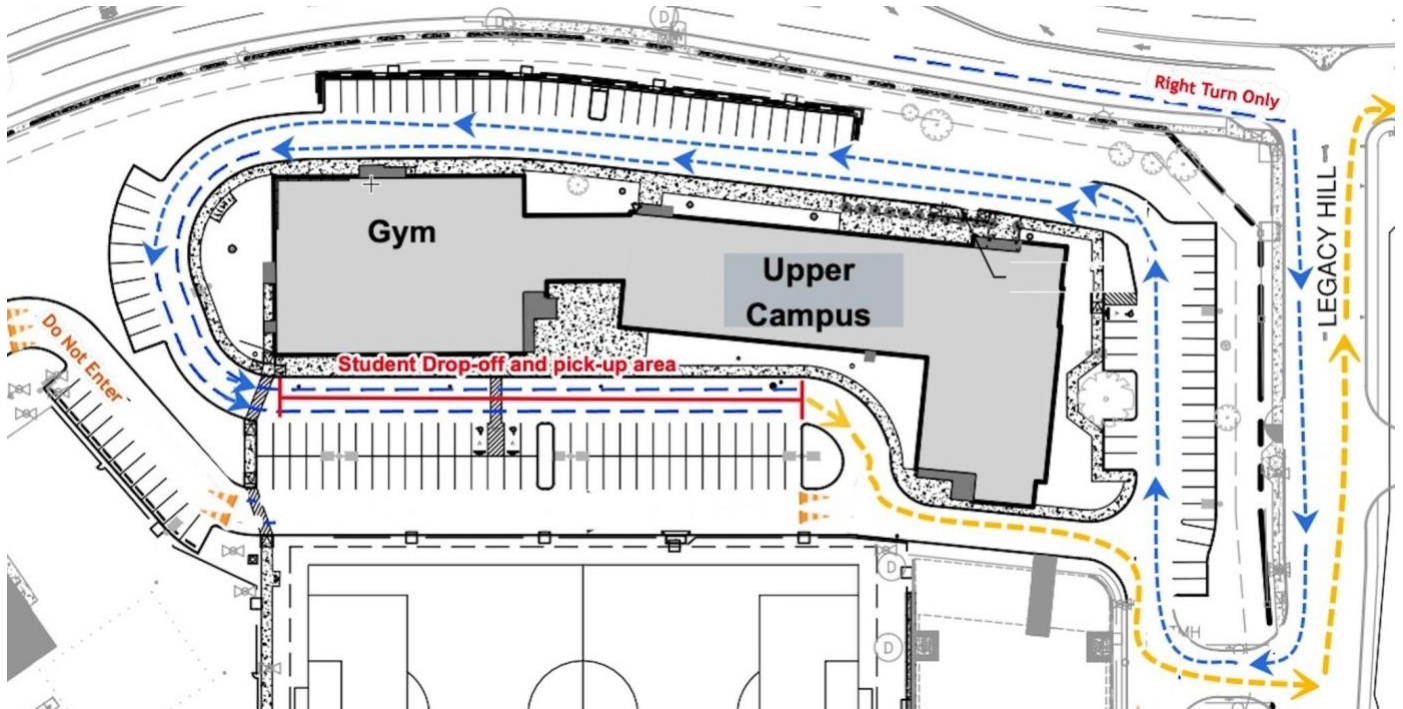
Which building do I pick up my lower school student if they have a sibling at the Upper Campus?



Traffic Flow Map for Kinder-5th grades



Traffic Flow Map for Upper School



Safety during drop off and pick up

Your child's safety is our main concern. For safety reasons, please remain inside your vehicle at all times. A faculty member will assist your child in exiting or entering the vehicle. Please refrain from using your phones or electronic devices within the drop off and pick up areas, and never leave your vehicle unattended at any time. Lastly, please follow the explicit instructions of our traffic captain and our police officers to ensure a safe arrival and departure from our campus. Police officers are not school employees. They are there to keep you safe. Arguing with officers is strongly discouraged.

As Great Hearts Forest Heights is situated on a street with commercial traffic, we discourage students from walking or biking as sidewalks do not completely span our street. Students who walk or bicycle to school must arrive no earlier than 7:30 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.

Late Pick-Up Policy

All students **MUST** be picked up by 4:10 PM unless they are enrolled in an after school activity. After 4:10 PM (2:10 PM on early release days), parents of students who have not been picked up will be called by the school administration. **Late pick-up will be administered by Athenaeum/Homework Club and a charge of \$1 per minute will be incurred.** Parents arriving after 4:10 PM (2:10 PM early release) will need to park and sign their child out.

All students should be picked up within 15 minutes of the end of practice or club. Any student still waiting will fall under the above policy. Siblings of students in clubs and sports **must be picked up before 4:10 PM**, may enroll in Athenaeum, or incur the late charge.

Transportation

The Academy does not provide bus transportation to or from school.

Students will not be released to leave school with any adult except the parent, or by written permission of the child's parent. If another adult will be picking up your child to drive home after school, please file permission with the office through required annual enrollment or re-enrollment documents.

Academy students are not permitted to leave campus in any car driven by someone other than the parent, unless explicit written permission from the parent is on file with the school office. It is school policy that faculty/staff do not transport students in their personal vehicles to or from school or to and from school events.

Once a student is on campus, he/she may not leave except under parental supervision or under the supervision of an authorized teacher or coach.

First Day Kinder Walk In

Parking at campus is extremely limited. We cannot allow parents to park and walk in students. If your child is not wanting to exit the car the first few days of school, let the traffic captain know and he will radio an administrator and someone will meet you at the front of the school. You will be able to pull up to the curb and the administrator will escort the student inside.

First Day of School Pictures

Please take all your pictures at home before arriving on campus. To ensure everyone's safety, we ask that you do not attempt to take pictures from your vehicle or by parking anywhere on campus. Police will be present and actively enforcing all rules set up by the administration.

F.A.Q.'S for Drop-Off at GHFH

When do I drop-off my student(s) and where do I drop them off?

Drop Off begins at 7:15 a.m. Students are not allowed to leave the vehicle until a staff member is present.

I have to get to an early meeting at work, can I drop my student off prior to 7:15 a.m.?

Early drop-offs whereby the students are left prior to 7:15 a.m. are not permitted. Please make other arrangements.

When does drop-off end?

Faculty administered drop-off concludes at 7:45 a.m. See late arrival procedures above for how to ensure your late child enters school safely and correctly.

What is Thumbs-Up/Thumbs-Down?

When the captain points at you and alternates their hand both Thumbs-Up/Thumbs-Down, they are asking if you, as the driver, are ready to leave or not. If you still have students in the vehicle, you will indicate Thumbs-Down. If your students have left your vehicle and they are walking into the school, you will indicate Thumbs-Up. Please leave your Thumbs in the “up” position until you are signaled to leave the parking lot. With glare, it is often difficult to see what you are in fact signaling. Many parents choose to stick their hand out the window to make this communication easier.

How do I know when to leave?

Please do not leave the drop-off area until you are waved along. It is imperative that drivers acknowledge and obey the staff who are safely caring for your students. While there may be no vehicles in front of you, our traffic captain may have other reasons to prevent your vehicle from leaving. At all times follow the instructions of the traffic captain.

Do I have to arrive during my wave time, or can I come during a later wave?

Please, by all means, arrive later on!

May I arrive early to secure a good spot in line?

No. Our parking lot must function as such, a parking lot, until 3:20 p.m. The officers who assist with the front entrance have been instructed to restrict access prior to 3:20 p.m. Any vehicles found not attending to these instructions will be required by the officer, at our instruction, to leave the campus and re-enter after 3:20 p.m. Also, please do not argue with our officer about when 3:20 p.m. happens. All of our watches, phones, and clocks in our cars are a little different. Keep that in mind when he asks you to return at a later time. They are only following the instructions we have put in place.

What is a placard?

This is a piece of paper that you will receive on Meet the Teacher night (or during the day on the first day of school, or by requesting replacement placards via contact:

GHFHinfo@GreatHeartsTXSchools.org).

The placard will indicate to the person in the parking lot with the iPad who you are picking up. You will use one placard for each student you are picking up (we'll give you four per student). Important: if you typically have a large group to pick-up, and one is sick at home that day, tell the employee entering numbers that your student is absent.

What will my student be doing while they wait?

We use an application called CURBSmart, which allows the students to stay in their class while they await your arrival. As the year goes on, many students are able to complete some homework while they wait to be picked-up.

What time does school dismiss?

3:30 pm (1:30 pm Friday Early Dismissal)

Why can't I get my student when I arrive?

While your wave may allow you entrance to our parking lot at 3:20 p.m., this does not mean your students will be dismissed to your care at that time as they are still in class. Allowing Kinder families to arrive prior to the school's dismissal time gives us the chance to pre-load our system with the names of students who need to leave first. This helps us get a jump start on the process.

My student has a Doctor's appointment right after school, what do I do?

If you need to withdraw your student prior to the end of the day, we ask that you do so no later than 45 minutes **before** the end of the school day. By 2:45 pm on a regular day, by 12:45 pm on early release days.

Can I park onsite and walk in to pick up my student?

No, we do not have sufficient parking spots to allow this.

Can I walk to the school and pick up my student?

Those who wish to walk to the school to pick up their student may. You will need to wait in a line by the front doors where a staff member will assist you. You will still need your placard. No parent will be allowed to enter the building during pick-up, even in inclement weather. Please note, the school is not responsible for vehicles ticketed or towed due to parking in the lots of neighboring businesses. We do not have permission to use these lots and strongly insist that you abide by the local laws.

If I walk up for pick-up, do I need to do so during my wave time?

Yes. Wave Times apply to walkers, lower school and upper school.

Can my child walk home alone?

As a general rule, children will not be permitted to leave campus alone. If you would like your student to walk home from school, email GHFHinfo@GreatHeartsTXSchools.org for a student release form. Approval will be on a case by case basis.

Can my high schooler drive a car to school?

Student parking is located in the back lot of the school. Your student will be assigned a parking spot and will be given a parking pass that must be placed on the front dashboard of the car at all times. Follow this link for more information on student parking.

Top List of things parents can do to make the drop-off experience smooth and efficient:

1. Children need to be able to remove themselves from their seats on their own. This includes the booster seats. A few minutes of practice at home typically make this possible.
2. Have your students ready to exit the car when entering the unloading zone. Too often the line is delayed when a student is still stuffing homework in their bag and breakfast in their mouth when the staff member opens the door.
3. Do not exit your vehicle. Parents are asked to plan accordingly and should not get out of the car at any time. If your kindergarten student cannot buckle themselves, please pull to the curb at the front of the building where you can safely exit without delaying traffic.
4. Pay attention to the staff in the parking lot. Stay off the phone, even hands-free devices.
5. Stay close to the car in front of you. While one car length works well at a stop-light, it wastes space and time during drop-off (and pick-up). Don't ride the bumper of the car, but do scoot up please.

Traffic Flow Map for Both Campuses

