

GreatHearts[®] Harveston

Traffic Guidelines for the 2023-2024 School Year

****All vehicles, at all times, in every situation need to make right turns into our property from S Bluebonnet Blvd. At no time will a left turn into our property be permissible.**

Morning Drop Off

Staff-assisted drop-off will run from 7:15-7:45 a.m. 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 the glare from the sun off your windshield, 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

If you arrive at school after 7:46 a.m. you will need to park in the front parking lot, walk your student to the front desk, and sign them in. They will be given a tardy pass and sent to class.

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, which prompts your child's teacher to release them from the classroom, so our staff can direct them safely to your vehicle.

Lower School Parking Lot

Their teacher releases them from their classroom, they meet up with their 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: info@GreatHeartsHarveston.org

Wave times

Regular and Early Release	
2:55 pm and 1:10 pm	Car Pooling Families
3:00 pm and 1:05 pm	Kinder + any siblings
3:15 pm and 1:30 pm	Gr. 1-2 + any siblings
3:30 pm and 1:45 pm	Gr. 3-4 + any siblings
3:40 pm and 1:55 pm	Gr. 5 and above

Follow your wave times. **Do not arrive before your wave time.** The wave times are our best opportunity to prevent vehicles from blocking traffic on **S Bluebonnet Blvd.** The wave timing is designed to *decrease your* wait time. Families who have multiple children will join the wave for the youngest child. 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. 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 **S Bluebonnet Blvd.** prior to your wave time.

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 Harveston 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.

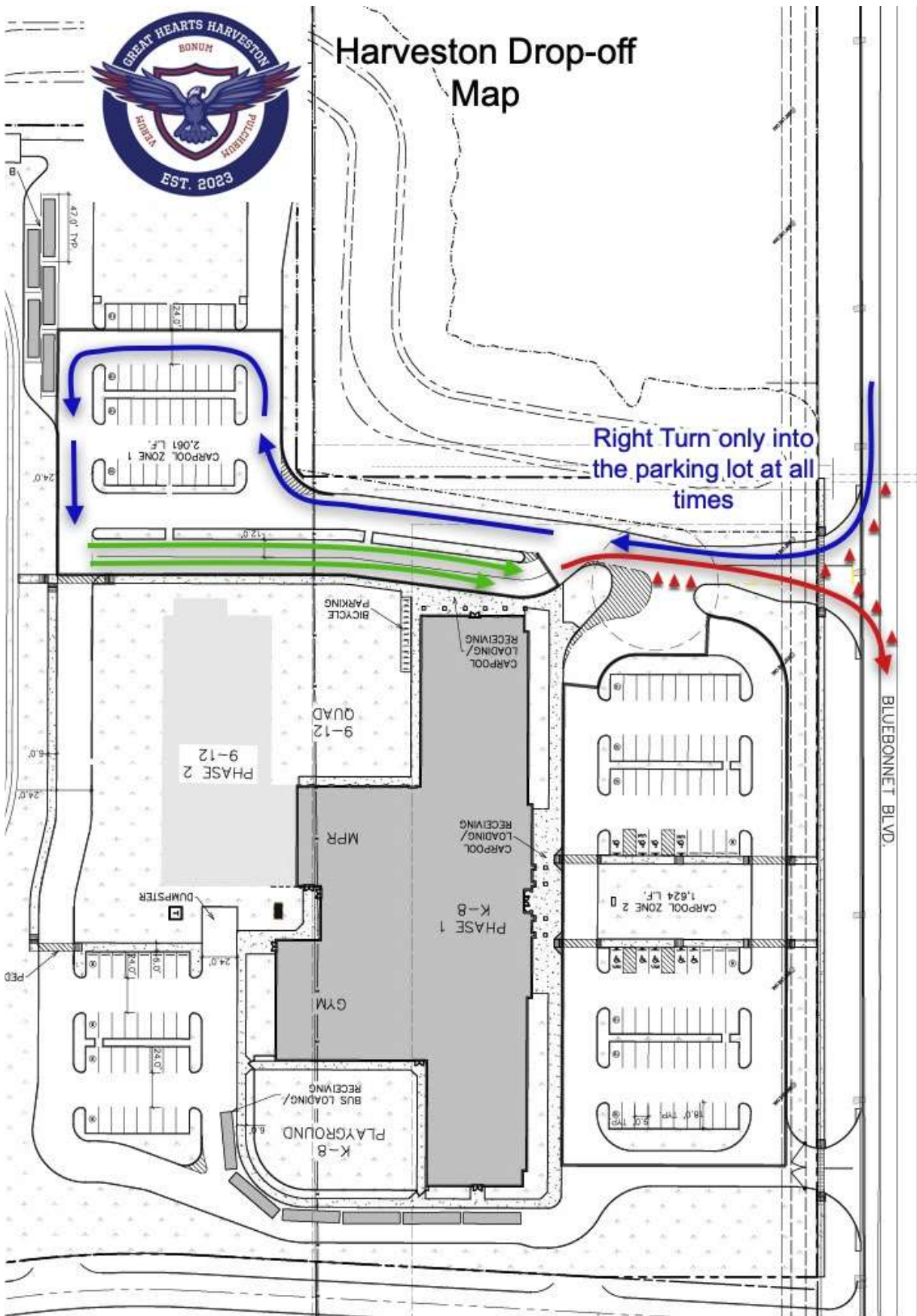
Late Pick-Up Policy

All students **MUST** be picked up by 3:50 p.m. If your student is not picked up by 3:50 the EBR Sheriff will be called to pick up your student.

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 during regular dismissal.**

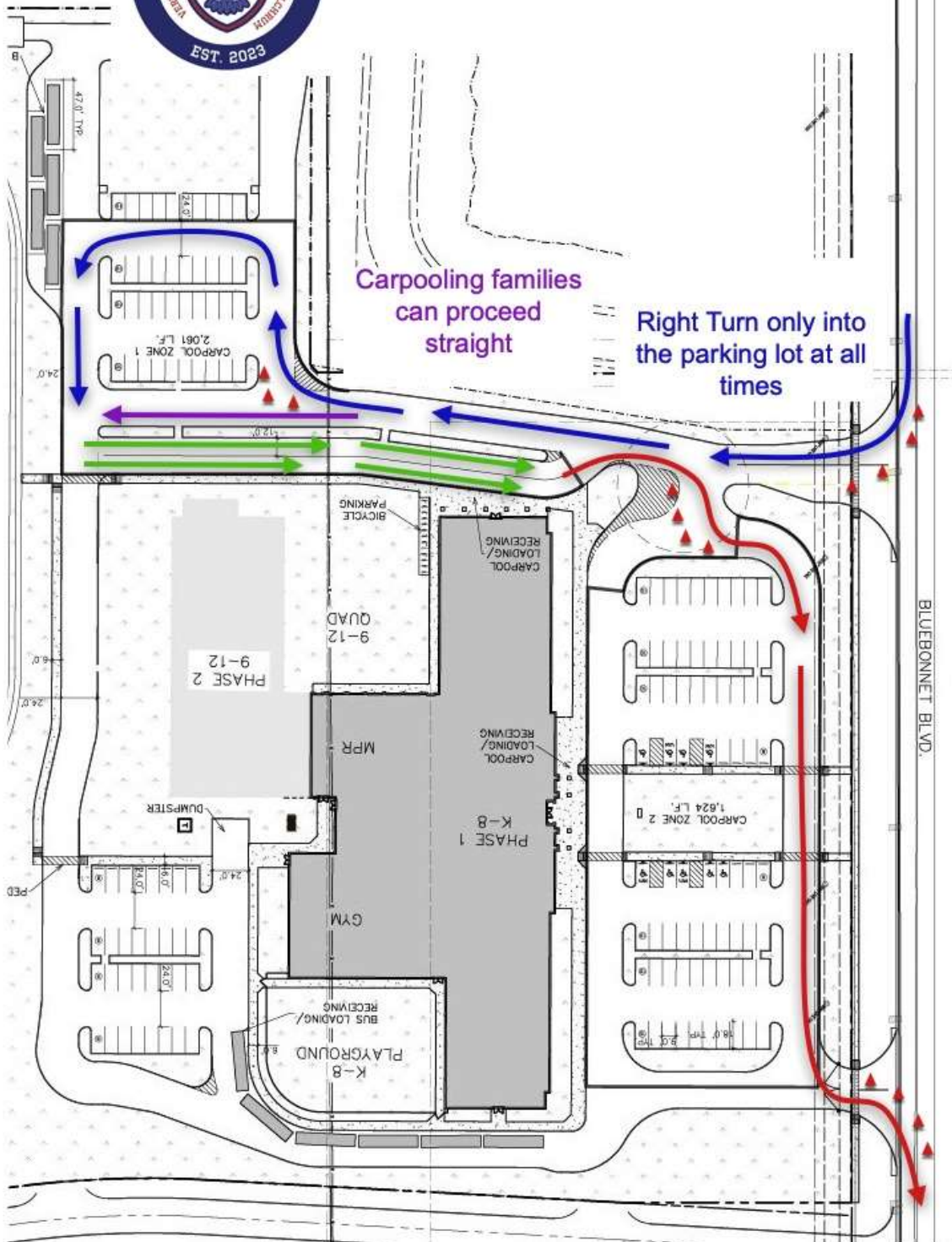


Harveston Drop-off Map





Harveston Pick-Up Map



Carpooling families
can proceed
straight

Right Turn only into
the parking lot at all
times

BLUEBONNET BLVD.

Transportation

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 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! Arriving later means your child(ren) has more time to read, work on homework, and spend time with their friends at school.

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

No. Our parking lot must function as such, a parking lot, until 2:55 p.m. The officers who assist with the front entrance have been instructed to restrict access prior to 2:55 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 2:55 p.m. Also, please do not argue with our officer about when 2:55 p.m. happens. All of our watches, phones, and clocks in our cars are a little different. Keep that in mind when they ask 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:

info@GreatHeartsHarveston.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 two per student). Important: if you typically have a large group to pick-up, and one is sick at home that day, do not put their placard up in the window. We will waste a lot of time and energy trying to find someone who is actually watching cartoons at home!

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?

3:05 p.m. (1:20 p.m. 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 3:05 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 2:20 p.m. on a regular day, by 12:35 p.m. 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?

Wave times only apply to vehicles.

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, please contact Headmaster Heisman directly. Please include your child's name, grade, and destination. Approval will be on a case by case basis.

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.