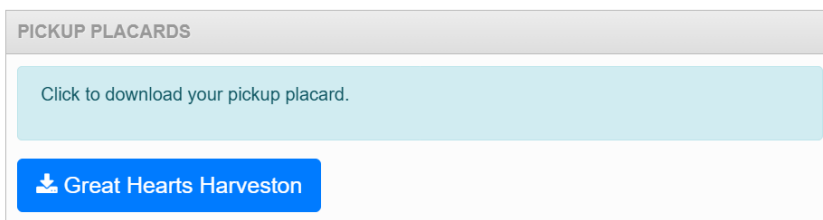


CAR PLACARD INSTRUCTIONS

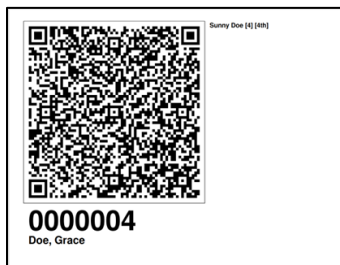
- CURB, our dismissal app, allows our staff to efficiently notify and release students as they arrive.
- The front office will not be providing carline placards.

To access your placard for printing:

1. **Login** to your School Axis Parent Portal: ghlouisiana.schoolaxis.com
 - a. Click “Forgot Password” to reset your password using the email address you received this email from. This is the same system used when you applied to Great Hearts Harveston.
2. Locate **PICKUP PLACARDS** on the homepage.
3. Click **Great Hearts Harveston**



4. Print the placard for your family and place the placard on your dashboard in your vehicle.



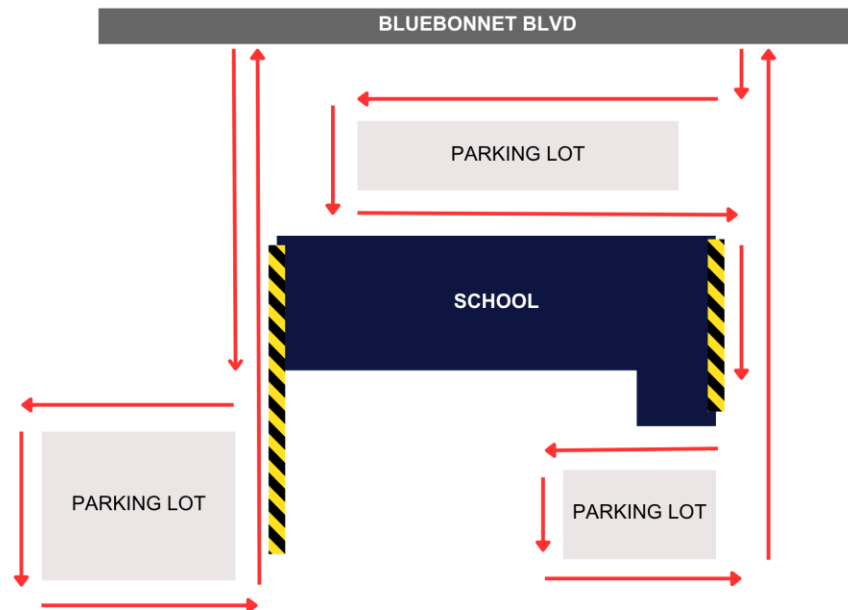
DROP-OFF PROCEDURES (All Grades K–10)

- The speed limit is 5 MPH.
- Drivers must enter campus from Bluebonnet Blvd by making a **right turn** onto campus. There is no left turn entry from Bluebonnet Blvd onto the school grounds. At both entrances, one lane is dedicated for entry and one lane is dedicated for exit.
- After entering campus, parents may drop off on either side of the school – no grade or sibling-specific rules apply. Close the gap between cars by pulling forward until reaching the faculty on duty who will guide vehicles in the morning drop-off zones. Students should exit vehicles from the passenger side and proceed to enter the school building.
- **Parents in the drop-off zone must remain in their vehicle.** For students in car seats, please practice prior to the start of the school year so that students can unbuckle independently. Faculty will be opening vehicle doors from the passenger side. **There is no parent walk-up during student drop-off.**
- When the drop-off zone is clear, faculty will direct parents to pull forward to exit campus. Vehicles should make a right turn onto Bluebonnet when leaving.

Morning Drop-Off Times:

- 7:15 –7:40 AM: Doors will be unlocked to receive students no earlier than 7:15 AM. Doors will be locked at 7:40 AM.
- 7:40 – 7:45 AM: Drop-off ends promptly at 7:40 AM. Parents arriving after this time must walk their student into the front office. Instruction begins at 7:45 AM each day. Students must be unpacked, in their seats and ready for learning by this time.
- 7:45 AM: At 7:45 AM, all students are considered late and require a tardy pass. Lower School (K-5) parents must park and walk their student into the front office for late check-in. Upper School (6-10) students are allowed to check themselves in through the front office for late check-in. Upper School students with K-5 siblings are permitted to complete late check-in for their siblings.
- Please drop off your scholar by 7:30 AM if they are eating breakfast. Breakfast closes at 7:40 AM daily.

Drop Off Map



AFTERNOON PICK-UP PROCEDURES:

During afternoon pick-up, there are several scenarios for picking up students. Understanding which procedure to follow will help ensure safety and continuous flow of traffic when entering/exiting campus. It is the parent's responsibility to communicate with their student and the school when there are adjustments needed to a student's normal pick-up routine. Failure to do so may result in mix-ups and may cause significant delays during pick-up.

General Reminders:

- Drivers must enter campus from Bluebonnet Blvd by making a **right turn** onto campus. There is no left turn entry from Bluebonnet Blvd onto the school grounds. At both entrances, one lane is dedicated for entry and one lane is dedicated for exit.
- Please do not enter the pick-up line before your student's dismissal time. Vehicles that arrive early will be asked to pull forward, exit, and re-enter the line via Bluebonnet Blvd.

- Parents in the pick-up zone must remain in their vehicle. For students in car seats, please practice prior to the start of the school year so that students can unbuckle independently. Faculty will be opening vehicle doors from the passenger side.
- An authorized individual **MUST** have a school placard in order to pick up any Lower School students during pick-up.
- Authorized individuals arriving to campus without pick-up placard must request a temporary pick-up pass from the Front Office.
 - Adults without a pick-up placard must park and proceed to the Front Office and present a valid ID to be issued a temporary pass.
- The safety of students and staff is our top priority. Drivers must follow staff directions and should not be using their cell phones when traffic is moving. Stay alert and pull forward to avoid leaving large gaps between vehicles to prevent backing up onto city streets.
- We release scholars to designated pick up locations based on the grade of the oldest sibling.
- Late Pick-Up: After the pick-up line closes, please report to the front office and pick your scholar up at the clinic. Please refer to the Student and Family Handbook for the late pick-up policy.

Dismissal/Pick-up Times:

Upper School 6th - 10th without Lower School siblings

Monday – Thursday: 2:55 – 3:05 PM

Early Release Fridays: 1:10 - 1:20 PM

Half Days: 12:10 PM – 12:20 PM.

Upper School w/ K-5 Sibling

Monday – Thursday: 3:05 – 3:40 PM

Early Release Fridays: 1:20 – 1:55 PM

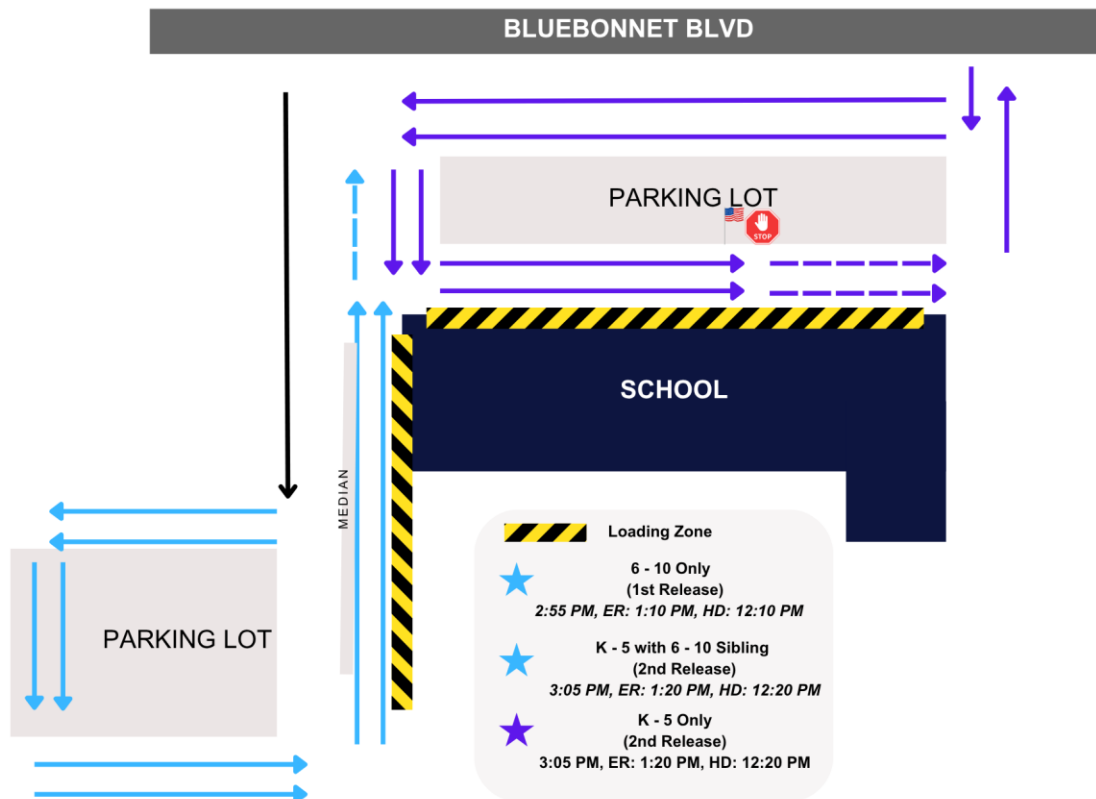
Half Days: 12:20 – 12:45 PM

Lower School (K-5th)

Monday – Thursday: 3:05 – 3:40 PM

Early Release Fridays: 1:20 – 1:55 PM

Afternoon Pick-Up Map

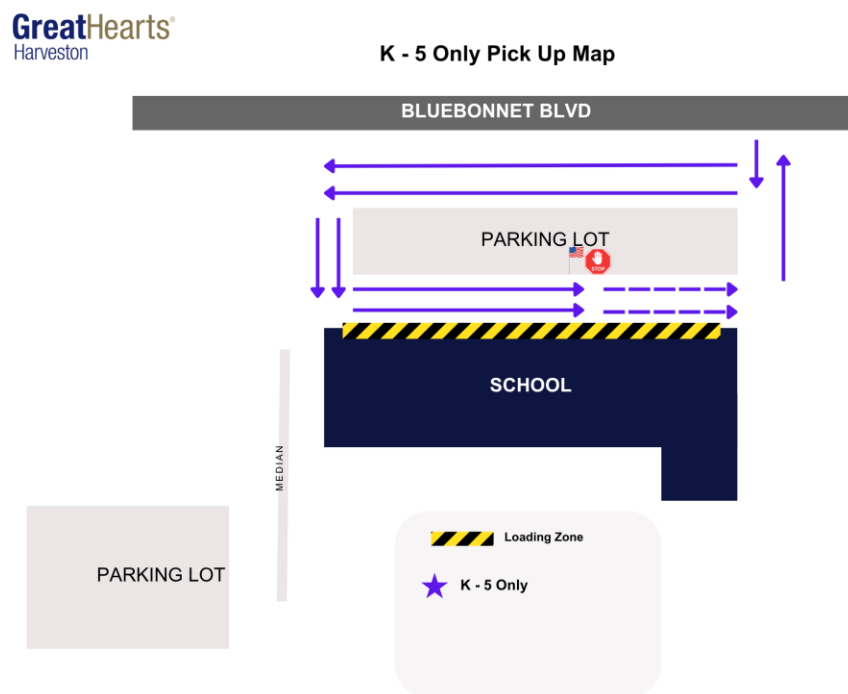


Please read through the following options to determine which scenario best applies to your family. To further support the understanding of the traffic flow for afternoon pick-up, please reference the maps below.

1. Lower School students only (Placard required)
2. Lower School and Upper School students (Lower School Placard required)
3. Upper School students ONLY (No placard required)

1. K-5 Only Families – Front Side Pickup

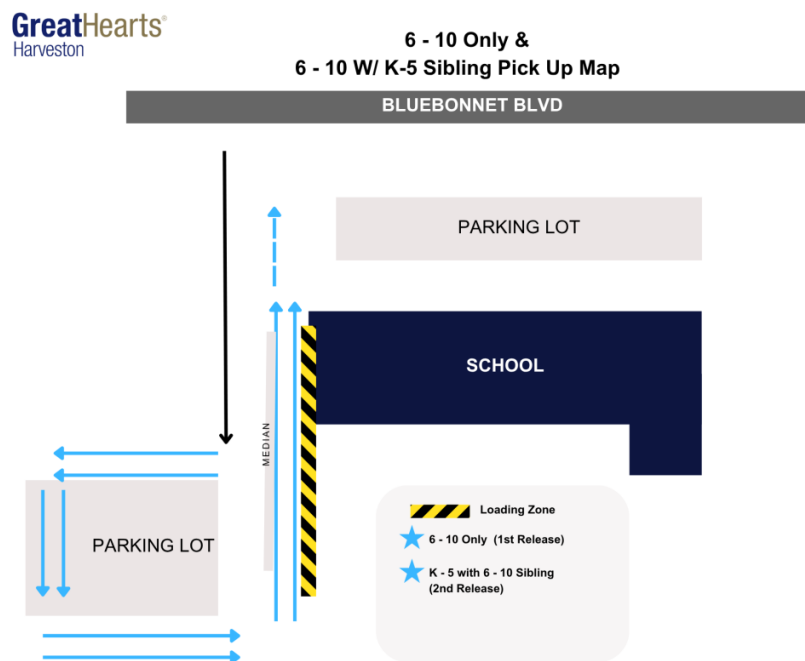
- After entering campus, all vehicles will immediately turn right to enter K-5 front side traffic flow. Drivers will begin to use two lanes as pictured until reaching the flagpole area in the front. Please do not change lanes once your placard is scanned. At the start of dismissal, a faculty member will direct both lines to pull forward.
- **Drivers must have their pick-up placard clearly displayed in the window. Screenshots of placards and placards from phones will not be accepted.**
- Students will exit through the school hallways and walk to the front-loading zone.
- Exiting Campus: When the loading zone is clear of students, faculty will direct vehicles to merge into a SINGLE LANE and turn left to exit campus on Bluebonnet Blvd. Vehicles leaving campus will make a right turn only onto Bluebonnet Blvd. No early exit possible due to two-lane traffic. Please remain patient.



2. K-5 with 6-10 Sibling Families – Bayou Side Pickup

- If a parent is picking up BOTH Lower School and Upper School students, they must enter on the bayou (west) side of the building from Bluebonnet Blvd.

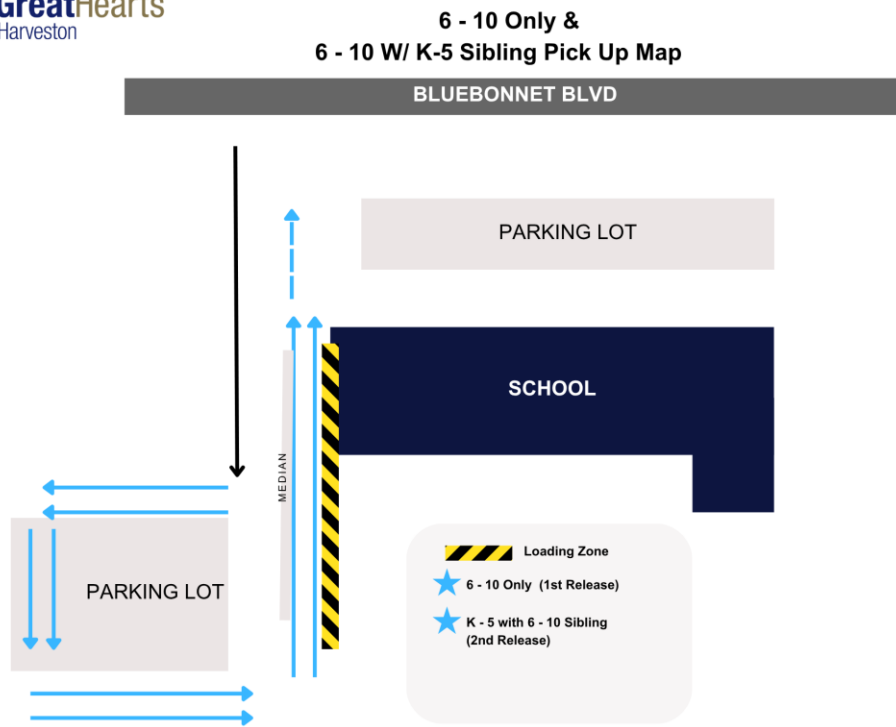
- After entering campus all vehicles will keep straight to the rear parking lot in a SINGLE LANE before splitting into DOUBLE LANES in the parking lot until the loading zone.
- **Drivers must have their pick-up placard clearly displayed in the window for Lower School students. Screenshots of placards and placards from phones will not be accepted.**
- Lower School students will exit through the school hallways from the west side and load in the loading zone. Upper School students will exit through the breezeway. It is the Upper School student's responsibility to find their parent's car and load safely.
- Exiting Campus: When the loading zone is clear of students, faculty will direct vehicles to merge into a SINGLE LANE and turn right to exit campus on Bluebonnet Blvd. Vehicles leaving campus will make a right turn only onto Bluebonnet Blvd. No early exit possible due to two-lane traffic. Please remain patient.



3. **6-10 Only Families – Bayou Side Pickup**

- Students will exit from the MPR breezeway and load in the designated bayou-side loading zone only.
- It is the student's responsibility to find their parent's car, use the crosswalk, and load safely.

- If your student is not at your vehicle when you reach the pick-up area, faculty will direct you to pull forward, exit the car line, and re-enter via Bluebonnet Blvd.
- **Exiting Campus:** When the loading zone is clear of students, faculty will direct vehicles to merge into a SINGLE LANE and turn right to exit campus on Bluebonnet Blvd. Vehicles leaving campus will make a right turn only onto Bluebonnet Blvd. No early exit possible due to two-lane traffic. Please remain patient.



Thank you for helping us keep carline smooth, safe, and efficient for all!