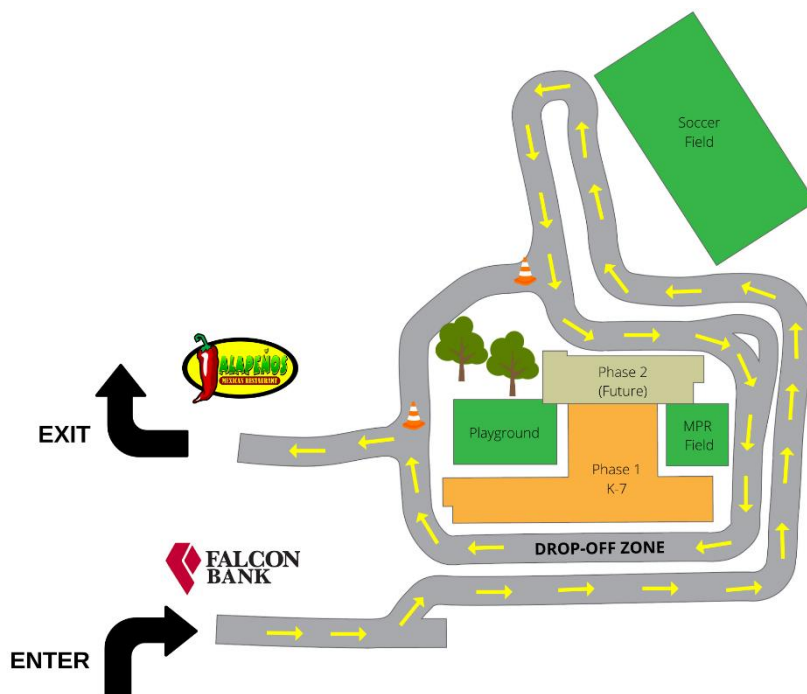


GreatHearts® Invictus

Carline Guidelines 2024 -2025

This document outlines our school's comprehensive guidelines and procedures for safe and efficient drop-off and pick-up of students. Your cooperation ensures a smooth and secure experience for everyone involved.



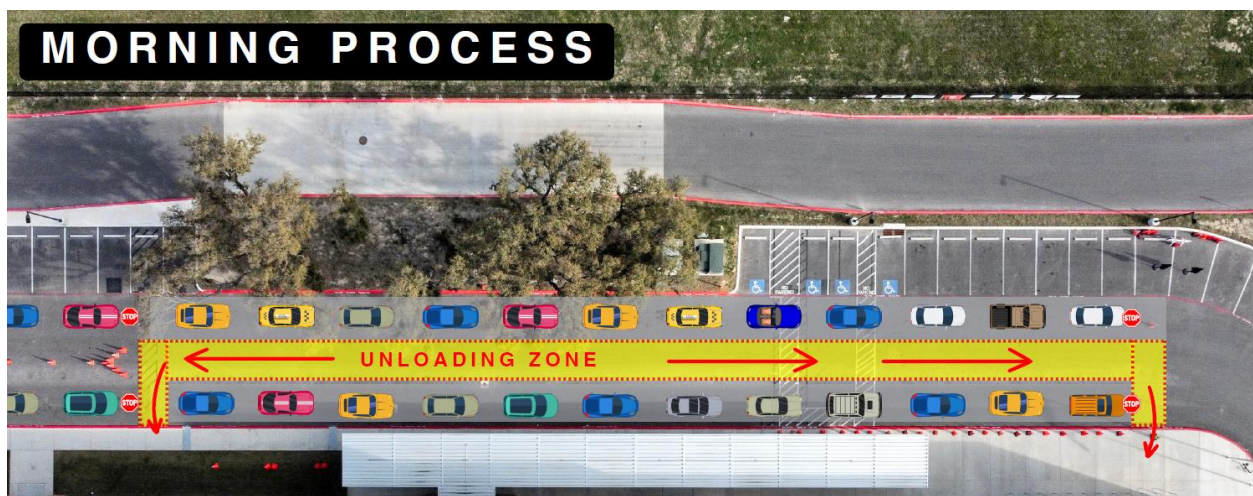
Morning Drop-Off

Morning drop-off will begin at 7:15 AM. Our campus gates will open at 7:00 AM to allow for queueing. Please enter the car line at the entrance before Falcon Bank then loop around the parking lot. The line will stop at the soccer field crosswalk until 7:10 AM to allow staff to park in the back parking lot. At 7:10 AM, a staff member will release the queue of cars to proceed to the front of the school.

When you enter the drop-off area, please ensure you fill all gaps. Pull all the way up to the car in front of you. Please wait till all the cars have stopped before letting your student out.

The morning carline will have two lanes with an unloading zone in the middle. During morning carline, if you are in the right lane (next to the school), your student(s) may exit your vehicle into the middle walking zone OR onto the sidewalk near the school. Students in the left lane must exit into the middle walking zone.

After your student exits, do not take any action until you receive a signal from the traffic captain.



**STUDENTS WILL EXIT VEHICLE FROM
THE CENTER UNLOADING ZONE**

Late Arrivals/Tardies

Lower School students who arrive after 7:45 AM will be marked tardy. Upper School students who arrive after 8:05 AM will be marked tardy. The Upper School morning car line will end at

8:05 AM. All families arriving to campus later than 8:05 AM must park and walk their student(s) to the front desk to sign them in.

Afternoon Dismissal Times

Our campus has two dismissal times:

Upper School

- Full Day 3:45 PM
- Early Release 1:45 PM

Lower School

- Full Day 3:20 PM
- Early Release 1:20 PM

Lower School pick-up will begin when students are dismissed at 3:20 PM (1:20 PM on Early Release Days). Lower School families may begin to queue in preparation for dismissal when the gates open at 2:30 PM (12:30 PM on early release days). Please do not arrive to campus before this time.

Upper School pick-up will begin when students are dismissed at 3:45 PM (1:45 PM on Early Release Days). Families will not be permitted to pick up their Upper School students through our carline until they are dismissed. If you enter our car line to pick up an Upper School student before 3:45 PM, you will be required to exit campus and re-enter campus at the correct time.

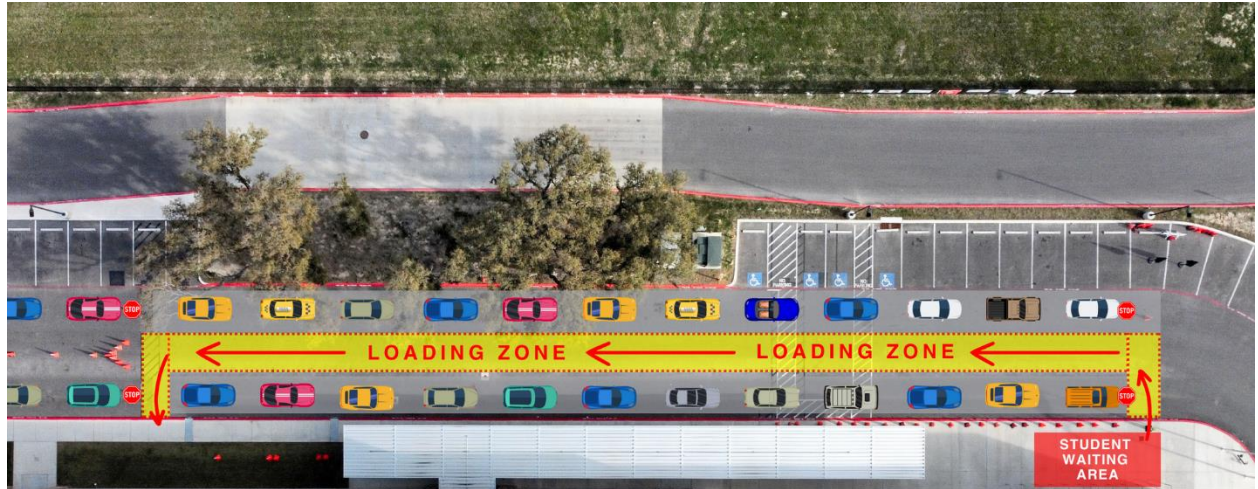
Families with both Upper School and Lower School students must pick up their students after the Upper School dismissal begins at 3:45pm (1:45 PM on Early Release Days). Upper School students will not be released until 3:45pm.

Car Placards

Each student will be issued a hanging car placard with a number that is connected to each family unit. Please display your placard by hanging it on your rearview mirror as you go through the carline. This placard must be visible throughout the pick-up process. We use a program that allows us to record your arrival in the parking lot through your placard number. Once we input your placard number, the classroom teacher is notified to release your student for dismissal.

Placards are distributed at Lockers & Logistics (Upper School) as well as Meet the Teacher (Lower School). If you cannot attend these events, please stop by the front desk to pick up your placard before dismissal on the first day of school.

Afternoon Carline



STUDENTS WILL ENTER VEHICLE FROM THE CENTER LOADING ZONE LANE

Like the morning carline, the afternoon carline will have two lanes. Under the direction of our staff, scholars will walk down the center “Loading Zone” to enter their cars. Scholars will only enter their vehicle when vehicles are in the “Loading Zone.” At the end of each cycle, once all scholars are safely back on the sidewalk, the traffic captain will begin to release vehicles



“ZIPPER-LIKE” EXIT PROCESS. PLEASE FOLLOW TRAFFIC CAPTAIN’S SIGNALS

individually, and alternating left-lane/right-lane, to exit campus. **Parents must display a “thumbs up” or a “thumbs down”** to communicate with the Traffic Captain.

👍 Thumbs-Up: You will be released to exit campus.

👎 Thumbs-Down: You will pull forward for another student cycle.

At this moment, if you have not yet received your scholar, and you displayed a thumb-down to the Traffic Captain, you will pull forward to the front of your current lane for the next cycle.



**AFTER VEHICLES CLEAR OUT,
A NEW CYCLE OF CARS WILL ENTER
THE LOADING ZONE AREA**

Late Pick-Up Policy

All cars must be in line to pick up their students by 4:15 PM (2:15 PM on early release days) with the exception of those enrolled in after-school activities. If you are not in line by 4:15 PM, your student will be sent to Athenaeum and a charge of \$1 per minute will be incurred.

Safety During-Off and Pick-Up

The safety of our students and staff always remains our number one priority.

- **The student walking lane within the Loading Zone area is painted with red lines. There are two lanes on the outside of the walking lane within the Loading Zone.**

- **Please remain alert and focused.** Come to a complete stop and place your vehicle in Park. Carline is a **No Phone Zone**. Follow the commands of the Traffic Captain. This will help us keep carline moving safely and efficiently.
- **For safety and efficiency, please always remain inside your vehicle.** A faculty member may assist your child in exiting or entering the vehicle if needed.

Walking

At Great Hearts Invictus, we do not have an option for walking to campus. Students or families who attempt to walk up to our campus to drop-off or pick-up their students will be turned away and asked to go through the carline process.

Athenaeum Students

If your student will be picked up in the regular carline instead of attending Athenaeum, please email their homeroom teacher and the Athenaeum coordinator to notify them.

<mailto:programs.invictus@greatheartstxschools.org>

If you arrive to pick up your student during car line times (3:20 PM – 4:15 PM), you will not be permitted to park and enter the building to check students out. Our building is a closed campus during dismissal times. You must follow regular carline procedures.

Dominion Bandera Businesses & Road

Parking near the Dominion Bandera Commercial Center (nearby businesses) or along the private Dominion Road is strictly prohibited. This rule applies to normal school days and during school events. Please be aware that any vehicles found parked at nearby businesses will be subject to citations or towing at the owner's expense.

During drop-off & pick-up, the Dominion Bandera road (Jalapenos entrance) will remain a one-way road for Invictus families. This is a privately owned road. We ask families to be respectful of the business owners' requests. Please refrain from entering our campus grounds from this entrance between 7:15 AM – 8:05 AM and 3:20 PM – 4:15 PM.

Early Pick-Up

If you need to pick up your child before the end of the school day, you must do so before 2:40 PM. (12:40 PM on early release Friday).

Please keep in mind that the end of the school day is a critical time for our scholars. They will be packing up, receiving announcements, and conducting agenda checks, along with finishing the day's curriculum. When parents attempt to pick up during this time at the end of the day, it becomes a severe disruption to the classroom and the campus. Please plan accordingly.

Drop-Off FAQ

How early may I drop off my student?

Drop off begins at 7:15 AM.

Is there a walk-up option?

No, there is no walk-up option.

Pick-Up FAQ

What will my student be doing while I wait?

Your students will remain in their classroom while they await your arrival. The students usually work on homework or read during this time.

Am I allowed to park and walk to pick up my student?

No, all students must be picked up via our carline.

Is my student allowed to walk home?

No, all students must be picked up via our carline.