



2026 – 2027 CARLINE PROCEDURES

Dear Highlander Families,

To assist families and scholars utilize carline safely and efficiently, please review the carline procedures for the 2026-2027 school year. Please remember that our campus is a phone-free zone. Remain alert and vigilant while operating a vehicle on campus. Always be prepared to stop and follow instruction given by faculty and staff.

Thank you for your cooperation in this process. We rely on families to make this daily routine quick, seamless, and safe.

Leah Hammonds, M.Ed.
Headmaster Lower School

A handwritten signature in black ink that reads "Leah Hammonds".

Charles Smith
Headmaster, Upper School

A handwritten signature in black ink that reads "Charles Smith".

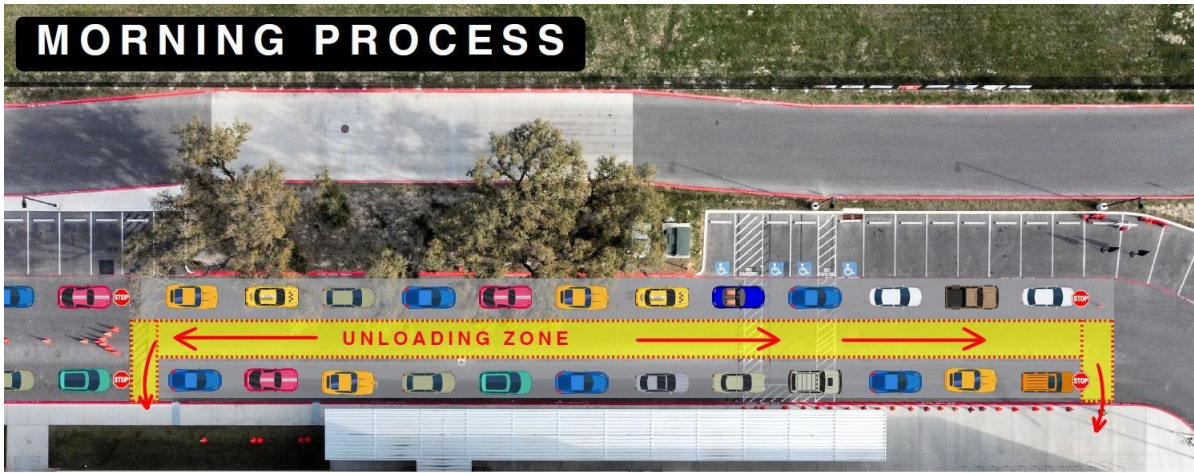
Entering / Exiting Campus

Vehicles will enter campus using the driveway before the Falcon Bank, located on Bandera Rd. North. Once on campus, two lanes will form, an inner and outer lane. Campus traffic is limited to one-way during carline periods. All vehicles will exit campus through the gate directly across from the playground.



MORNING DROP-OFF PROCEDURES

MORNING PROCESS



STUDENTS WILL EXIT VEHICLE FROM THE CENTER UNLOADING ZONE

Morning drop-off starts at 7:05 AM.

- Campus gates open at 6:30 AM for queueing.
- The line will stop at the soccer field crosswalk until 7:00AM to allow staff to park.
- At 7:00 AM, a staff member will release cars to proceed to the front of the school.

Drop-off area instructions:

1. Enter drop-off area, pulling up close to the car in front of you.
2. When all cars stop, let your student out into the middle “unloading zone”.
3. Wait for the traffic captain's signal to exit.

Late Arrivals:

Lower School and Upper School students who arrive after 7:45 AM will be marked tardy. The morning carline will end at 7:50AM. All families arriving later than 7:50AM to campus must park and walk their student(s) to the front desk to sign them in.

AFTERNOON PICK-UP TIMES

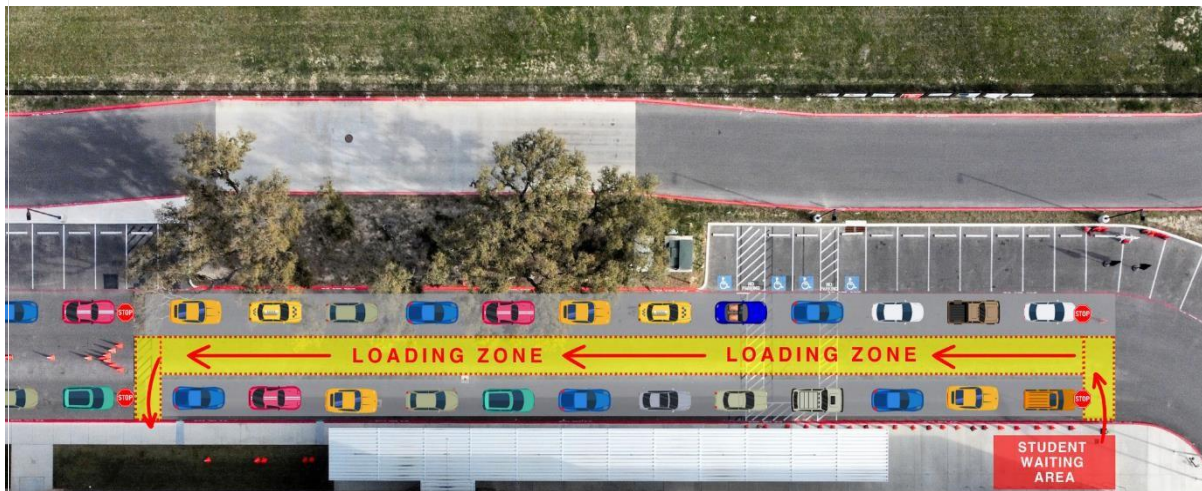
Lower School and Upper School: 3:25 AM - 4:10 PM

Early Pick-Up: BEFORE 2:40 PM

Lower School and Upper School pick-up will begin when students are dismissed at 3:25 PM or 1:25PM on Early Release Days. 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.

AFTERNOON PICK-UP PROCEDURES



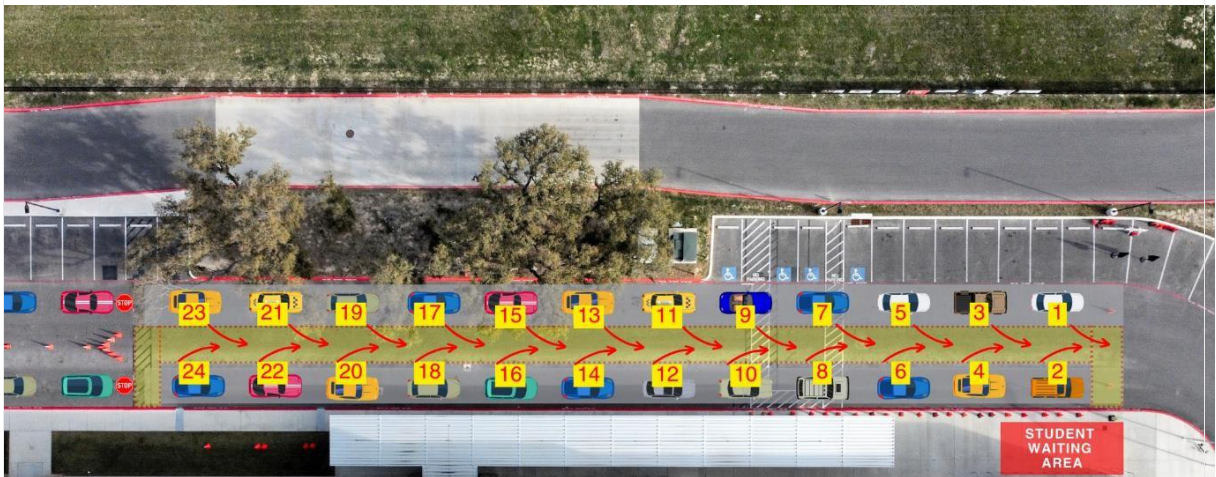
**STUDENTS WILL ENTER VEHICLE FROM
THE CENTER LOADING ZONE LANE**

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 next to 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 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.

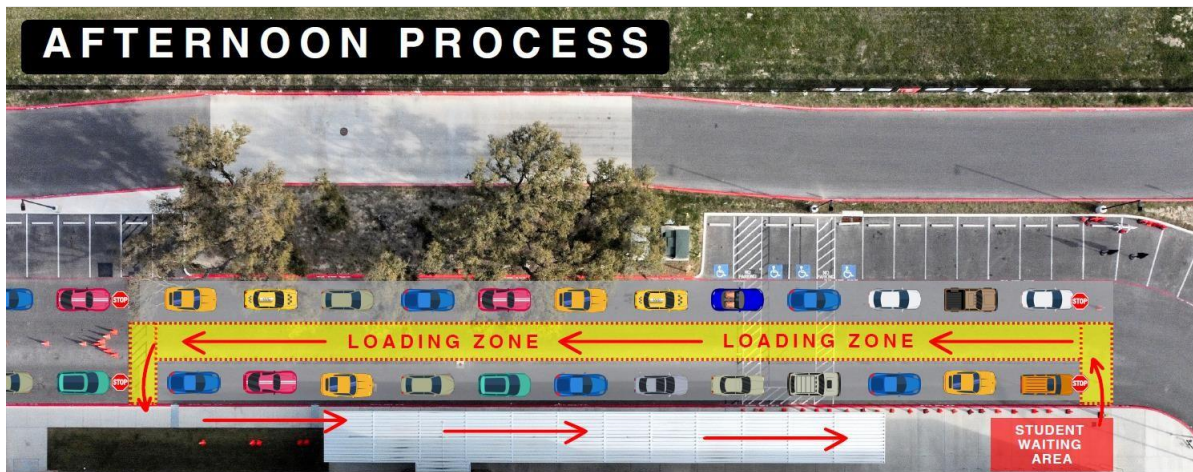
👍 **Thumbs-Up:** You will be released to exit campus.

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



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

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.



STUDENTS WILL ENTER VEHICLE FROM THE CENTER LOADING ZONE LANE

Important Notes:

Please be alert and focused. Come to a complete stop and place your vehicle in Park. Carline is a No Phone Zone.

Remain inside your vehicle. A faculty member will assist your child in exiting or entering the vehicle when needed.

LATE PICK-UP POLICY

All cars must be in line to pick up their students by 4:10 PM (2:10 PM on early release days) with the exception of those enrolled in after-school activities. If you are not in line by 4:10PM (2:10PM on early release days), your student will be sent to Athenaeum and a charge of \$1 per minute will be incurred.

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 (Porky J's 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 7:05AM - 8:05AM and 3:25PM - 4:20PM.

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.

programs.invictus@greatheartstxschools.org

If you arrive to pick up your student during carline times (3:20 PM – 4:20 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.