

Great Hearts Lakeside Carline Instructions 2026-2027

Which Line Do I Follow?

Your assigned dismissal wave is determined by the youngest scholar in your vehicle. Use the same line in the morning and the afternoon. **Use the same line every day of the school year, even if someone in your car is absent that day.** This minimizes confusion and keeps carline moving efficiently.

A green rectangular sign with a dotted pattern and the words "GREEN LINE" in bold green capital letters.

If you only have
Upper school scholars in
the car use the **green line**.

A red rectangular sign with a dotted pattern and the words "RED LINE" in bold red capital letters.

If you only have
Lower school scholars in the
car use the **red line**.

What If You Have Both?

Go by the youngest scholar in the car

A green rectangular sign with a dotted pattern and the words "GREEN LINE" in bold green capital letters.

If the *youngest* scholar in the
car is
4th - 11th grade,
use the **green line**.

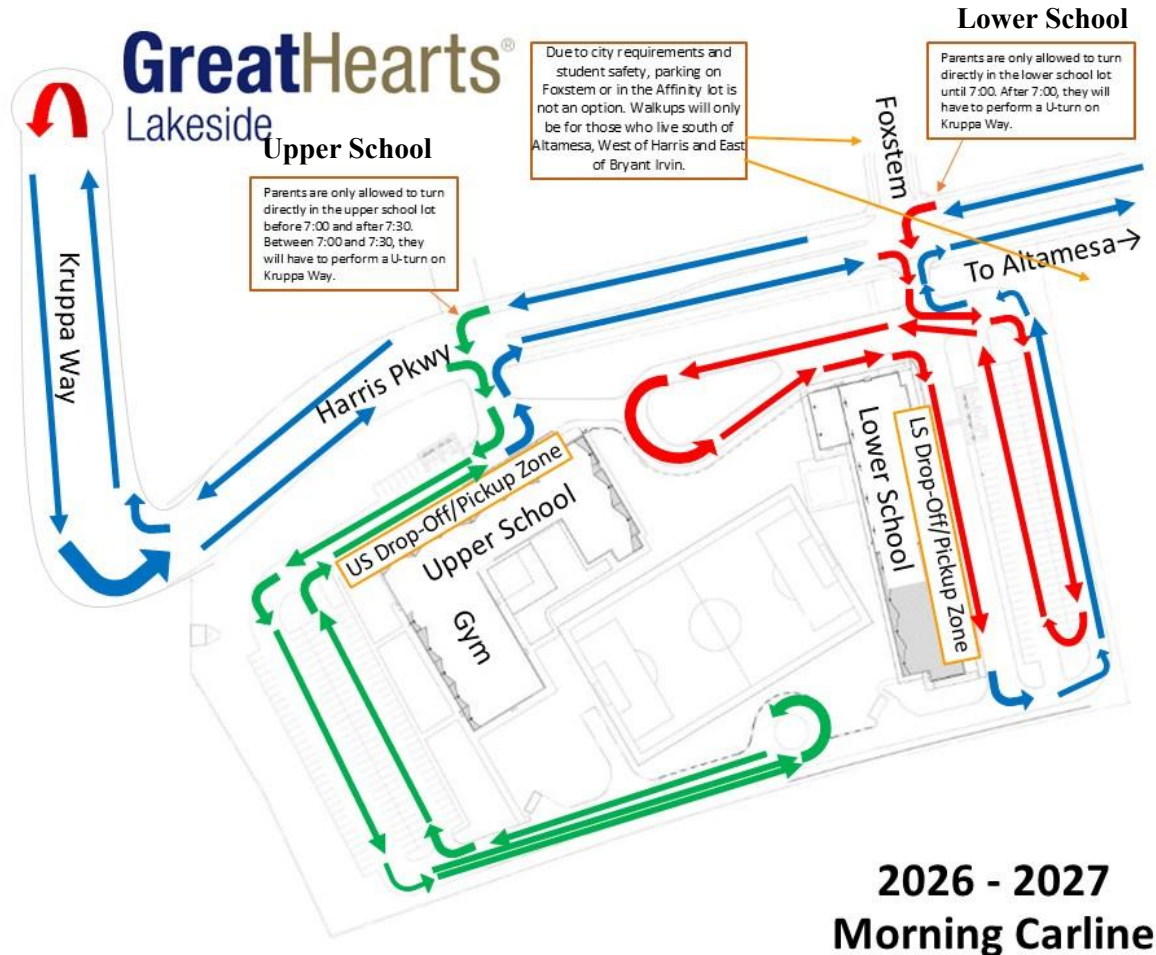
4th and 5th grade scholars will walk
to the lower school building in the
morning and walk back to the upper
school building at the end of the day
for dismissal.

A red rectangular sign with a dotted pattern and the words "RED LINE" in bold red capital letters.

If the *youngest* scholar in the
car is
Kinder – 3rd grade,
use the **red line**.

Upper school scholars will walk to
the upper school building in the
morning and walk back to the lower
school building at the end of the day
for dismissal.

Morning Carline



Afternoon Carline

Lower School and Upper School Wave Times

First Wave: Families with **Lower School Scholars Only** (3:20 - 3:35 PM;

1:20 - 1:35 PM on Early Release Fridays)

Second Wave: Families with **Upper and Lower School Scholars** (3:35 - 4:00 PM;

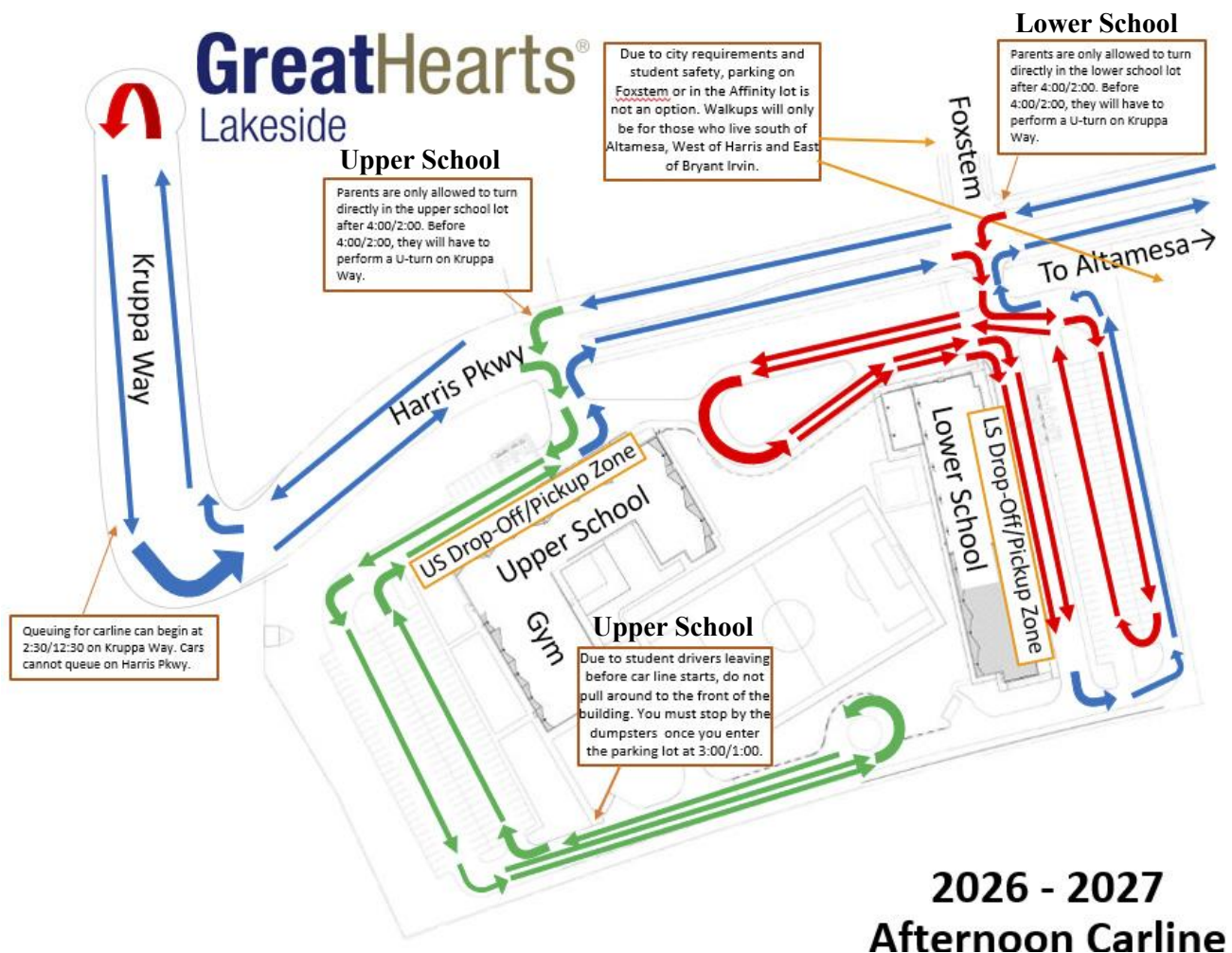
1:35 - 2:00 PM on Early Release Fridays)

Third Wave: Families with **Upper School Scholars Only** (4:00 - 4:15 PM;

2:00 - 2:15 PM on Early Release Fridays)

Upper School families without Lower School siblings may use the direct turn-in entrance to the Upper School parking lot during the Third Wave.

Please Note: Student drivers will be dismissed promptly at **3:35PM Full Days/1:35PM Early Release Fridays** to allow them to safely exit campus before



Lower School Arrival

Red Line

Arrival Time: 7:00 AM – 7:45 AM

- Gates open at 6:30 AM
 - Parents may use direct turn-in into the Lower School parking lot only before 7:00 AM.
- 7:00–7:15 AM
 - Lower School Drop Off ONLY
 - All family traffic will be directed to make the Kruppa Loop beginning at 7:00 AM.
 - Do not drop your scholar(s) off before 7:00 AM. Staff members are not on duty to supervise scholars before this time. To ensure the safety and security of all scholars, please remain with your child until the designated drop-off time.
- 7:15–7:45 AM
 - All Lower School families must use the Kruppa queuing loop.
 - A police officer will direct traffic at the intersection to maintain a safe and efficient flow.
- Classes start at 7:45 AM
 - **If you arrive after 7:45 AM, please park and accompany your scholar into the front office to complete the sign-in process.** This helps ensure all late arrivals are safely accounted for and attendance records remain accurate.

Upper School Arrival

Green Line

Arrival Time: 7:15 AM – 8:00 AM

- 7:15–7:30 AM
 - All Upper School families must use the Kruppa queuing loop.
 - A police officer will direct traffic at the intersection to maintain a safe and efficient flow.
 - Do not drop your scholar(s) off before 7:15 AM (at the Upper or Lower School building). Staff members are not on duty to supervise upper school scholars before this time. To ensure the safety and security of all scholars, please remain with your child until the designated drop-off time.
- 7:30–8:00 AM
 - Direct turn-in is permitted to the Upper School lot.
- Classes start at 8:00 AM
 - **If you arrive after 8:00 AM, please park and accompany your scholar into the front office to complete the sign-in process.** This helps ensure all late arrivals are safely accounted for and attendance records remain accurate.

Afternoon Dismissal

General

- Gates open at 3:00 PM
- Kruppa queuing begins at 2:30 PM - Do not line up in front of the campuses. There will be signage on Kruppa letting you know where the queuing starts.

Lower School

- Afternoon Pick-Up: 3:20 – 4:00 PM
- Early Release Fridays*: 1:20 – 2:00 PM

Upper School

- Afternoon Pick-Up: 3:35 – 4:15 PM
- Early Release Fridays*: 1:35 – 2:15 PM

*Please see the 26-27 School Calendar for Early Release Friday dates.

Please follow your wave times and do not arrive before your wave time. **The wave timing is designed to decrease your wait time. Each vehicle that arrives before the assigned wave time will add an unnecessary number 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 arrive before your appropriate wave time, you will be asked to leave the lot and re-queue in line.** This will be strictly enforced.

Late Pick-Ups

Please be reminded that all students that are not signed up for our After-School Program must be picked up by the times below.

Lower School:

- Afternoon Pick-Up ends at 4:00 PM
 - Late charges start at 4:10 PM
- Early Release Fridays Pick-Up ends at 2:00 PM
 - Late charges start at 2:10 PM

Upper School:

- Afternoon Pick-Up ends at 4:15 PM
 - Late charges start at 4:25 PM
- Early Release Fridays Pick-Up ends at 2:15 PM
 - Late charges start at 2:25 PM

Any scholar who has not been picked up by that time will be signed into our **After School Program** for their safety and supervision. Please note that the **late fee is a \$1.00 per minute**. We understand that delays can happen, and we thank you in advance for planning accordingly to avoid any additional fees. Our goal is to ensure every child remains safe and accounted for after dismissal.

General Carline Guidelines

The City has installed “No Waiting” and “No Idling” signs along Harris Parkway. **This may be enforced by a police officer.**

In the event of the approach of an emergency vehicle, please make every effort to allow the vehicle to pass.

In the state of Texas, cell phones are not to be used while operating a motor vehicle, including in school lots. Please stick to the traffic guidelines to maximize safety, hospitality, and respect of others.

Affinity Senior Living Community

To be a good neighbor and ensure the safety of our scholars and the residents of the Affinity Senior Living Community, **parents may not use the Affinity parking lot or driveway for scholar drop-off or pick-up.** Please use the designated Great Hearts Lakeside arrival and dismissal procedures. Dropping off or picking up scholars from the Affinity property creates unnecessary traffic and safety concerns for both communities.

Walk-Up Program

Walk-up dismissal is available **only for approved families who reside in Tavolo Park.** Approved families must complete the required waiver before participating in the Walk-Up Program. Approved scholars will receive an official **Walk-Up Backpack Tag**, which must remain attached to their backpack and visible to staff each day. To minimize traffic disruption and ensure scholar safety, approved walk-up scholars will only be escorted across Harris Parkway at **7:15 AM, 7:30 AM, and 7:40 AM** during morning arrival.

No Unauthorized Foxstem Drop-Offs

Do not drop off or pick up your scholar on Foxstem unless your family has been approved for the Walk-Up Program. Only scholars with an official Walk-Up Backpack Tag are authorized to enter or exit campus via Foxstem. If your scholar does not have an approved backpack tag, you must use the designated morning drop-off and afternoon carline. Unauthorized drop-offs create serious safety concerns and delay arrival/dismissal operations.

Early Pick-up

If parents must pick up a scholar before the end of the day for an appointment, they may buzz in at the gate, pull up to the front of the school, park, and walk in to sign out their scholar. **Early pick-ups must occur before 2:50pm.** This allows our campuses and staff to attend fully to a safe and efficient carline.

Changes in Carline

If carline procedures must be changed because of inclement weather or other contingencies, the school will make the best effort to notify parents via text message and email as soon as possible.

Carpool Procedures

Families who plan to participate in a carpool arrangement must notify the school **before** the first day the carpool begins. To ensure a safe and efficient dismissal process, **carpool requests must be submitted by email** to:

- **Great Hearts Lakeside Lower School** - ghlsinfo@greatheartstxschools.org
- **Great Hearts Lakeside Upper School** - ghlsusinfo@greatheartstxschools.org

The email should include:

- Scholar name(s)
- Grade level(s)
- Name(s) of the family/families participating in the carpool
- The date the carpool will begin
- Whether the arrangement is temporary or ongoing

For the safety of our scholars, we do not accept phone calls to establish or change carpool arrangements. All carpool requests and changes must be submitted by email so they can be documented and communicated to staff before dismissal.

If you have questions or concerns regarding arrival or dismissal procedures, please email:

- **Lekeatha Reed-Powell** – lekeatha.reed@greatheartstxschools.org

Placards will be distributed at our back-to-school events. If you need additional placards, please email the front desk:

- **Great Hearts Lakeside Lower School** - ghlsinfo@greatheartstxschools.org
- **Great Hearts Lakeside Upper School** - ghlsusinfo@greatheartstxschools.org