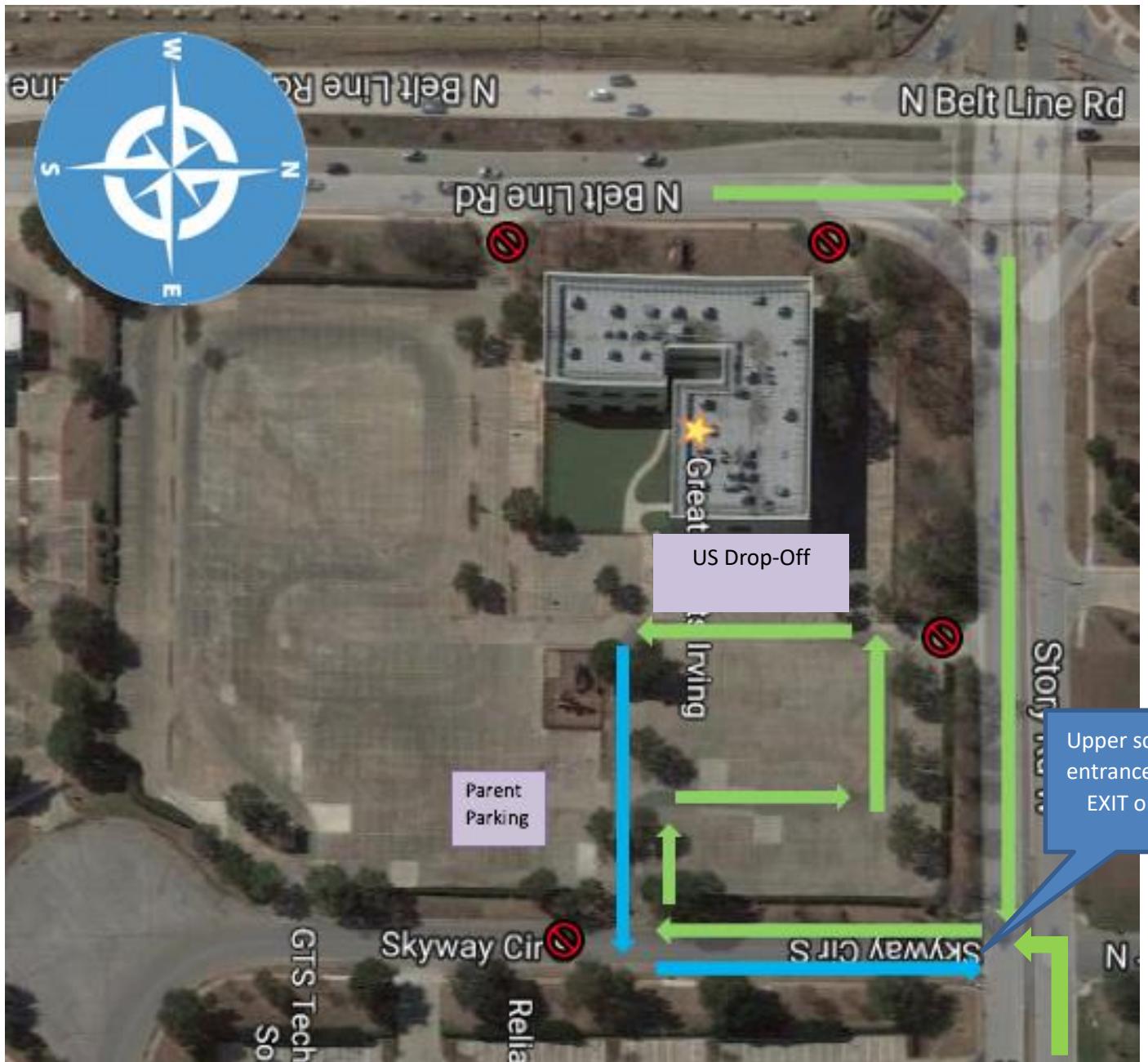


Upper School (US) Drop Off Map





Upper School (US) Drop Off ¹

Drop Off: 7:15-7:40 a.m.

Breakfast: 7:20 a.m.

US Class Begins: 7:45 a.m.

¹ **Parents with both LS and US students must follow the upper school drop-off procedures – see US/LS Traffic Plan.**

1. Campus Opening Time: Great Hearts Irving opens for US students (and siblings and/or Lower School (LS) carpoolers) at 7:15 AM. **No students are allowed on campus prior to 7:15 AM.**

a. Student Entrance: Beginning at 7:15 AM, the east entrance to the building will open for Upper School students with (marked in purple on the map).

2. Morning Entrance: Entrance into the lot is from the first right from Skyway Circle “north” (Skyway circle has two entrances: **the northernmost entrance is for upper school families**; the southernmost entrance is for lower school families). **For safety reasons, left hand turns from Skyway Circle are prohibited except when exiting. Cars should proceed upwards towards the east entrance of building for drop off (marked in purple on the map).**

3. Drop Off: The drop off area is **towards the east entrance of building**. All vehicles dropping off must pull forward as much as possible to the next stopped car. Students may only exit from vehicles in the designated drop off lane. Parents are required to remain in their cars when dropping off through the queuing lane. **Cars should proceed towards Skyway Circle to exit.**

5. Parent Parking: Parents who need to visit the GH Irving office **during drop-off** should only park in the spot designated on the map in purple.

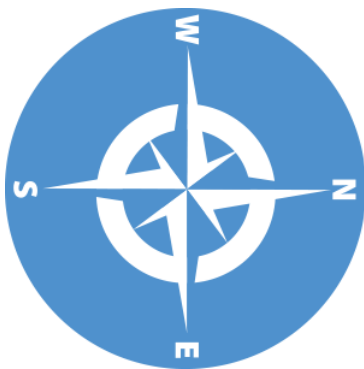
6. Late Arrival: **US Students who arrive after 7:40 AM must enter through the front office to obtain a late pass and go to class.**

¹ Parents with both lower and upper school students must follow the upper school drop-off and pick-up procedures.

US Pick Up Map*

Without LS Siblings/Carpoolers*

This is a **THIRD carline - If you have students or carpool in the LS, please see refer to the US/LS Traffic Plan.*



US (without LS
carpoolers) exit

US (without LS
carpoolers)
entrance

US Pick Up Map* (continued)





Upper School Pick Up

Without LS Siblings/Carpoolers*

****This is a new, THIRD carline - If you have students or carpool in the LS, please see refer to the US/LS Traffic Plan.***

Pick Up: 3:15-3:45 p.m.

Parking Lot will not open until 3:10 p.m.

Please carefully read this procedure while looking at the Map above.

1. Parent Arrival: Cars will not be allowed to enter the parking lot until 3:10 p.m. due to P.E. classes being held outside. Students are dismissed from class at 3:15 PM.

2. Pick Up: All parents must enter the lot from Skyway Circle "south" (see fig. 2 below) – **please note, this is the entrance for LS pick-up, but the exit is the US/LS Carpool exit. Upper School parents without LS siblings/carpoolers may not enter the drop off line from Story Rd or Beltline.**

- a. Pickup Location: The only designated location for US student pick up is the area in front of the **courtyard (marked in green on map)**
- b. No pick up is allowed along any section of the building not marked in green on the map
- c. Timeliness of Students: It is the full responsibility of Upper School students to be ready for pick up when parents arrive at the pick-up location. **When a vehicle has been waiting for students in the designated pick up location for too long, the vehicle will be asked to exit and reenter the queue through the parking lot.**

3. Afternoon Exit: All vehicles that picked up through the queue **should proceed to the "north" Skyway Circle entrance/exit to turn left and exit onto Story Rd.**

4. Campus Close Time: Students waiting to be picked up must wait in the courtyard (or the lunchroom on rainy days). Up until 3:45 p.m., US students will be supervised by faculty. All students (other than those practicing sports or attending a sporting event) must be picked up by 3:45 PM, when faculty supervision ends. After 3:45 PM, for US students who are still on campus waiting to be picked up, Great Hearts Irving follows the procedures outlined in our "Late Parent Arrival Policy" document.