



**Subject:       GMS Pick-up and Drop-off Plan and Procedures for the 2018-19 School Year**

**From:           Aaron Watson, Principal**

In order to ensure a safe environment for our students, we have developed a clear plan for morning drop-offs and afternoon pick-ups of students. We want to maintain a good relationship with our neighbors and provide the safest environment possible for our community, especially our students. Your cooperation is key, so please review the following traffic procedures prior to the start of school. Please contact our office with your questions, concerns or suggestions.

**Drop-off Procedures (see map on next page)**

- **TIMES: Students must be dropped off between 7:45am and 8:15am.** Gateway's campus opens at 7:45am for early drop-off and breakfast. School begins at 8:15am.
- **WHITE ZONE:** Please use the drop-off/pick-up **white zone on Golden Gate Avenue**. Please **do not park** in the white zone. In addition, please do not use the Pierce or Turk Street white zones; these zones are reserved for Creative Arts Charter School (CACS).
- **SAFE AND EFFICIENT DROP-OFFS:** Please encourage your child to exit the car quickly and safely. Drivers must always remain in their cars at drop-off.
- **STUDENT ENTRY TO SCHOOL:** After students are dropped-off, they should enter the schoolyard through the **car or pedestrian gate on Golden Gate**. Students may gather in the yard or head down the stairs to the Cafeteria for breakfast. Gateway staff and volunteers will be present to supervise students from 7:45am-8:15am.

**Pick-up Procedures (see map on next page)**

- **DISMISSAL TIME FROM SCHOOL:** Students dismiss at 3:30pm or at 2pm on Wednesdays. Students will exit school and through the pedestrian or car gates to Golden Gate Ave. GMS staff and parent volunteers will be present to supervise student pick-up from 3:30-3:45pm.
- **WHITE ZONE:** Please use the drop-off/pick-up **white zone on Golden Gate Ave**. Please **do not park** in the white zone. Drivers must always remain in their cars at pick-up.
- **PICK-UP FROM YMCA AFTER SCHOOL PROGRAM:** Parents should come into school to sign students out from the YMCA After School Program by 6pm.

**Pick-up and drop-off traffic routes (see map on next page)**

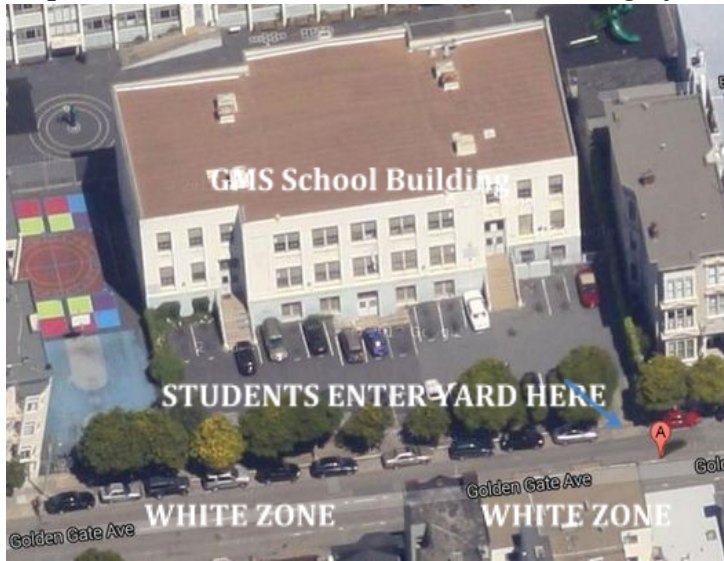
- Please **DO** approach the school on **Golden Gate Avenue**, which is a one-way street. You can most easily turn onto Golden Gate at Divisadero Street.
- Please **DO NOT** block the intersection at Golden Gate and Scott.
- Please **DO NOT** approach on Turk or Pierce Streets for CACS will be using these streets.

**Options to help minimize traffic congestion:**

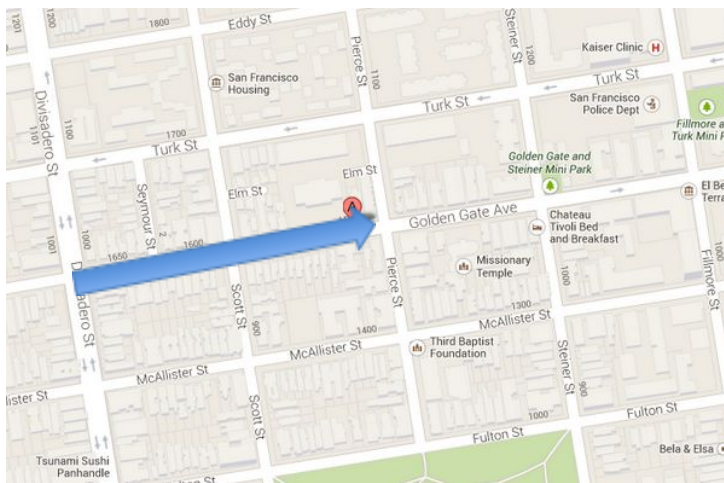
- **Car pool:** We encourage families to set up carpools with families in their neighborhoods.
- **Public Transit:** Our campus is near several MUNI bus lines. If your child is able and comfortable taking public transportation to and/or from school, we encourage you to do so. (Please see transit map on next page)

**Please do not double-park or park in our neighbors' driveways at while waiting for or picking up students.**

**Map of white zone and student entrance through yard**



**Traffic Routes**



**Map of Muni Routes near school**

