Gateway School Traffic & Parking Plan

Our traffic and parking plan reflects our goal to provide a safe environment for our students and families, and our commitment to act as good neighbors with the other tenants at 255 Swift Street and the surrounding residents. Please do your part to follow the guidelines below!

As we are still learning how everything works on our new campus, these procedures may shift and change as we live it over the first few weeks of school.

Parking

The parking spaces in the pull-through directly in front of the school are clearly labeled as reserved, visitor, and 10 minute max. We ask all families to refrain from using these spaces unless appropriate to do so. Grandfriends and special guests are welcome to use the visitor spaces. Please do not ever leave your car in the pull-through without it being in a marked space.

Families are welcome to park in the parking lot on the south end of the school. Four spaces are marked as reserved for the Natural Bridges Children’ Center. All other parking spaces in this lot are available on a first-come, first-served basis.

If no spaces are available in the parking lot, please make use of the copious free parking in the neighborhood. We encourage families to park on the west (non-residential) side of Swift St. whenever possible. The curb alongside the Head Start program on the north end of our campus is used for parking by those families. We ask Gateway families to find other places to park.

The portion of the Swift St. curb directly in front of the school is painted white. This area is for pick-up and drop-off only. Please do not leave your vehicle unattended on this curb.

Please help keep all of our children and families safe by coming to a complete stop at the intersection of Swift St. and Chase St, using turn signals, and obeying all traffic laws!
Bike Parking

The school has two sets of secure bike parking. Lower School bike racks are located at the south end of the building, near the parking lot. Upper School bike racks are located at the north end of the building, near the Head Start buildings. Please bring a lock!

Morning Arrival

From 7:30-8:00, all arriving students will enter through the main office, and proceed through both the Lower School Atrium and Lower School Commons to the Extended Day Room. Families are welcome to use curbside drop off, or park and walk in with their child.

From 8:00-8:45, Lower School (K-4) students and families will enter the building through the double doors into the Lower School Atrium (or the Main Office). Students should continue through the back doors of the atrium onto the playground, and put their bags on the colored line corresponding to their class. The bell will ring for the start of the day to call students to line up. After 8:30, fourth graders should enter through the Main Office and check in at the front desk. After 8:45, all other Lower School students (K-3) should enter through the Main Office and check in at the front desk.

- **Grades K-1**: Students and families are welcomed into the classrooms and Lower School Commons beginning at 8:30 to unpack, settle in, and adjust. All students will enter through the classroom's outside door. If any students are on the playground when the second bell rings at 8:45, they will line up outside the classroom door for entry.
- **Grades 2-3**: Students are expected to line up on the blacktop at 8:45 when the second playground bell rings. Teachers will greet students in line.
- **Grade 4**: Students are expected to line up on the blacktop at 8:30 when the first playground bell rings. Teachers will greet students in line.

From 8:00-8:30, Upper School (5-8) students and families will enter the building through the double doors into the Upper School Atrium (or the Main Office). Students are welcome to remain at their locker in the atrium or continue through the back doors of the atrium to the playground and Middle School lawn. At 8:25 the Middle School bell will ring, and the Upper School Classrooms outside doors will be opened. Students should report to their first classroom at or just before 8:30 and be ready for class. After 8:30, all students in grades 5-8 should enter through the Main Office and check in at the front desk.
Afternoon Dismissal

Kindergarten & First Grade dismissal begins at 2:30 and runs until 2:45. Students who are staying for After School Care (ASC) will be taken directly to the Extended Day Room and checked in. Younger siblings who are being dismissed at the same time as their older siblings will also be supervised in the Extended Day Room, and then brought to meet their older sibling at the appropriate time by Aftercare staff. Families that choose to park and walk on campus are asked to wait in the Lower School Atrium, Hannelore Herbig Room, or on the playground, and come to the Lower School Atrium at 2:30 to collect their children. Families are also welcome to use curbside pick up in the drive through at the front of the school. Students not picked up by 2:45 will be checked into ASC.

Second & Third Grade dismissal begins at 2:45 and runs until 3:00. Students who are staying for After School Care (ASC) will be taken directly to the Extended Day Room and checked in. Younger siblings who are being dismissed at the same time as their older siblings will also be supervised in the Extended Day Room, and then brought to meet their older sibling at the appropriate time by Aftercare staff. Families that choose to park and walk on campus are asked to wait in the Lower School Atrium, Hannelore Herbig Room, or on the playground, and come to the Lower School Atrium at 2:45 to collect their children. Families are also welcome to use curbside pick up in the drive through at the front of the school. Students not picked up by 3:00 will be checked into ASC.

Fourth Grade dismissal begins at 3:00 and runs until 3:15. Students who are staying for After School Care (ASC) will be taken directly to the Extended Day Room and checked in. Families that park and walk on campus can wait in the Lower School Atrium, Hannelore Herbig Room, or on the playground, and come to the Lower School Atrium at 3:00 to collect their children. Families are welcome to use curbside pick up in the drive through at the front of the school. Students not picked up by 3:15 will be checked into ASC.

Fifth through Eighth Grade dismissal begins at 3:00 and runs until 3:15. Students who are staying for After School Care (ASC) are responsible for going directly to the Extended Day Room and checking in. Families that park and walk on campus are asked to wait in the Upper School Atrium, Hannelore Herbig Room, or on the playground, and come to the Upper School Atrium at 3:00 to collect their children. Families are also welcome to use curbside pick up in the drive through at the front of the school. Grades 5-6 will be picked up at the inner curb in the drive through, and Grades 7-8 will be picked up on the outer curb on Swift Street. Students not picked up by 3:15 will be checked into ASC.

Sixth through Eighth Grade: Students with written permission from families to walk off campus, may do so at dismissal.
## Morning Arrival

**Start times:** Grades 4-8 start at 8:30, Grades K-3 start at 8:45

<table>
<thead>
<tr>
<th>Time</th>
<th>Who</th>
<th>Enter</th>
<th>Open areas</th>
<th>Arrival options</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30-8:00 AM</td>
<td>ALL</td>
<td>Main Office</td>
<td>Extended Day Room/ASC</td>
<td>Drop at curb, or Park and walk in</td>
</tr>
<tr>
<td>8:00-8:45 AM</td>
<td>K-4</td>
<td>Lower School Atrium</td>
<td>Playground</td>
<td>Drop at curb, or Park and walk in</td>
</tr>
<tr>
<td>8:00-8:30 AM</td>
<td>5-8</td>
<td>Upper School Atrium</td>
<td>Playground</td>
<td>Drop at curb, or Park and walk in</td>
</tr>
<tr>
<td>8:30 and after</td>
<td>4-8</td>
<td>Main Office</td>
<td>Go to class!</td>
<td>Drop at curb, or Park and walk in</td>
</tr>
<tr>
<td>8:45 and after</td>
<td>K-3</td>
<td>Main Office</td>
<td>Go to class!</td>
<td>Drop at curb, or Park and walk in</td>
</tr>
</tbody>
</table>

## Afternoon Dismissal

**End times:** Grades K-1 at 2:30, Grades 2-3 at 2:45, Grades 4-5 at 3:00

<table>
<thead>
<tr>
<th>Dismissal</th>
<th>Who</th>
<th>Pick up options</th>
<th>After dismissal</th>
</tr>
</thead>
</table>
| 2:30-2:45 PM    | K-1 | 1) ASC + Younger sibs taken to Aftercare (sibs will be brought to curb at appropriate time)  
2) Parent pick in Lower School Atrium  
3) Parent pick up at front of school curb | All remaining students will be taken to After Care |
| 2:45-3:00 PM    | 2-3 | 1) ASC + Younger sibs taken to Aftercare (sibs will be brought to curb at appropriate time)  
2) Parent pick in Lower School Atrium  
3) Parent pick up at front of school curb | All remaining students will be taken to After Care |
| 3:00-3:15       | 4th | 1) ASC will be taken to Aftercare (sibs will be brought to curb at appropriate time)  
2) Parent pick up in Lower School Atrium  
3) Parent pick up at front of school curb | All remaining students will be checked into After Care |
| 3:00-3:15       | 5-8 | 1) Students going to Aftercare are responsible for walking there  
2) Parent pick up in Upper School Atrium  
3) Curb pickup: Grade 5-6 use drive through, Grades 7-8 use Swift St. curb | All remaining students will be checked into After Care |

* Parents who arrive early for pick up may wait in the Herbig Room, on the playground, or in the Lower School or Upper School Atriums.  
* 6th-8th grades may walk off campus with written permission