



August 19, 2022

Gateway College Prep Families,

We have successfully completed the first week of the 2022-23 school year! Parents, thank you for helping your child get off to a great start. Our staff has seen lots of smiling faces throughout every hall and classroom; this will be a fantastic year, and we are looking forward to week two!

As a team, we have been having lots of discussions this week regarding arrival and dismissal. Our goals have been centered around solutions that would help move cars off of Westinghouse Rd. and decrease drop-off/pick up time for our families, all while keeping our students safe. We wanted to say "Thank You" to all of our parents who have emailed us with helpful suggestions, as we have been listening to each of you. Throughout this process, we also have been partnering with the Williamson County Sheriff's Office to help us accomplish those goals. We are very appreciative of their time, assistance, and expertise throughout this entire week.

Starting on Monday (8-22-22), we will begin our new arrival and dismissal procedures based on your feedback and targeted discussions with many stakeholders. Here are the following solutions to help our Gator families with arrival and dismissal.

GETTING TO CAMPUS:

- Please remember that our Elementary staff begin morning duty at 7:15am and will not be unloading students until then.
- In order for lines to run most efficiently in the afternoon, we need parents to arrive ***NO EARLIER THAN 2:30pm***. This is also important for school operations such as deliveries and parents who need to pick up their child early for appointments. We really appreciate your help.

IDENTIFICATION:

- We will ask EVERY family to display a "Dash Tag" (This needs to be visible on your dashboard.) to easily help staff identify our students and their choice of dismissal options. We will ask for your assistance in filling these out with your child's first name, last name, and grade level. If you are an Elementary pick up (K-4 only), you will have an Orange dash tag. If you are a Secondary pick up (5-12 or family), you will have a Green dash tag.
- Based on your colored tag, we will be able to help filter traffic through the line a little quicker, as these visuals will help us easily identify vehicles and make sure we direct them to the correct places.
- *** Your child will bring these home on Monday, so please fill them out so they are ready for Tuesday's dismissal. ***

DRIVE & DROP and PARK & PICK UPS:

- We have heard you, and we are allowing this to happen by following the guidelines spelled out below.
- This is an additional option for our families and is not mandatory.

- We are using the parking lot at Westinghouse Sports Plex (formally known as Triple Play) for this purpose. Parents will enter and exit directly into the WSP parking lot from Westinghouse Rd.

DRIVE & DROP: This is the term we are using for the arrival of our students who choose to use this option. Parents will be allowed to drive into the WSP parking lot and drop their child off with a staff member. At a designated time, that staff member will escort those students into our building so they can begin instruction for the day.

- **Elementary Drop Off:** Elementary students will be escorted into the building around 7:35am. If you miss this time, you will need to get into the drop off line or bring your student to the front office.
- **Secondary Drop Off:** Secondary students will be escorted into the building around 8:20am. If you miss this time, you will need to get into the drop off line or bring your student to the front office.

PARK & PICK UP: This is the term we are using for the dismissal of our students who choose to use this option.

- **Elementary Pick Up (K-4 only):** Elementary parents will park their vehicle in the WSP parking lot. An Elementary staff member will walk all Park & Pick Up students to the WSP parking lot where they will meet the parents who are walking up to get their child. Once parents have picked up their child/children from a staff member, they will return to their vehicle and exit the WSP parking lot.
- **Secondary Pick Up (5-12 or family):** Secondary parents will park their vehicle in the WSP parking lot. Parents will STAY in their vehicle and wait for a staff member to walk their child/children out to the WSP parking lot. We are allowing those students to then walk to their parent's vehicle, and then parents will exit the WSP parking lot.
- If you have a MS or HS student with an Elementary sibling, the older sibling will go to the Elementary to pick up the younger sibling so they can all be walked to their parent's vehicle together as a family.

STANDARD ARRIVAL & DISMISSAL:

- These options refer to how we have been doing our morning arrival and afternoon dismissal procedures where you enter at our entrance, snake through the parking lot and around the Student Union, to unload or pick up your child at the K-8 Learning Center.
- Thank you for doing such a great job with this during week one! We appreciate your cooperation and you working with throughout this process.

STUDENT DRIVER OPTION:

- We will continue to allow our student drivers to meet up with their MS sibling at the fountain at 3:40pm or pick up their Elementary sibling from the K-8 building so all siblings can leave campus with their student driver. Please follow current practices if you are a student driver.

YMCA:

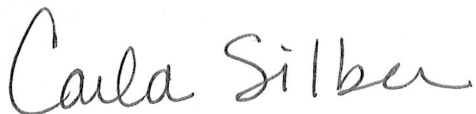
- Pick up has been a work in progress this week for our YMCA students. Moving forward, parents will follow these guidelines when picking up their child from the YMCA after school program:
 - ***After school until 5pm:*** Parents will park in the lot across from the Student Union. Parents will STAY IN THEIR VEHICLE and text the YMCA. The YMCA will bring their child to the vehicle.
 - ***After 5pm:*** Parents can either park in the Student Union lot or park along the curb to pick up their child. After 5pm, parents can either get out of their cars to pick up their child or stay in their cars to allow the YMCA to bring their child to them.

Again, we thank you all for a wonderful and successful first week of school. We are looking forward to another great week ahead. Thank you for all of your support!

Respectfully,

A handwritten signature in cursive script, appearing to read "Donna LeJeune".

Donna LeJeune
Head of School

A handwritten signature in cursive script, appearing to read "Carla Silber".

Carla Silber
Superintendent

A handwritten signature in cursive script, appearing to read "Cynthia Proctor".

Cynthia Proctor
Head of Elementary

A handwritten signature in cursive script, appearing to read "Jayson Rachuig".

Jayson Rachuig
Head of Middle School

A handwritten signature in cursive script, appearing to read "Suzie Neuenschwander".

Suzie Neuenschwander
Head of High School