



SAINT GABRIEL SCHOOL

2550 Forty First Avenue
 San Francisco, California 94116
 (415) 566-0314
 www.stgabrielssf.com

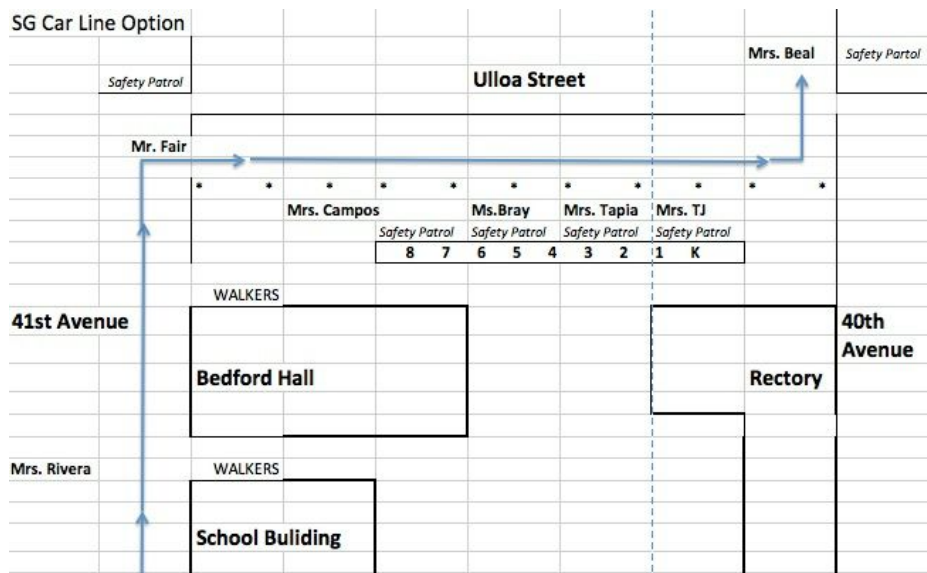
January 6th, 2015

Dear Parents,

Safety of our students, parents, faculty and staff is always at the top of our list here at St. Gabriel. This is why the faculty and I have collaborated to restructure our dismissal procedures. The adjustment of these procedures are also backed by the Department of Catholic Schools and Father Tom Hamilton. As a group, we decided that implementing an option of a car line pick-up system would be the safest and most efficient dismissal structure for our school.

Beginning on Tuesday, January 12th, 2016, you will have the option to use the car line pick up system for dismissal. Please review the map below and take note of the guidelines listed.

- Students going to Extended Care (EC) will be picked up by EC staff in the school building. K-3 will be picked up and taken to EC at 2:45pm and students in grades 4 - 8 will be picked up at 3:00pm. Students going to after-school activities in the school building will report to the designated classroom. All other students will proceed to car line with their teacher for 3:00pm dismissal.
- Parents may still park and walk onto campus to pick up students. Students will be in class lines just on the other side of the gym and rectory garage. Those walking with adults can be picked up at the dismissal location.
- Those participating in car line pick up will line up starting at the parking lot gate on 41st Avenue. The gates will open 15 minutes before dismissal. Cars will enter the school yard and wait for the students to arrive. Once dismissal time, 3:00pm, arrives Mrs. Campos will call out Family Last Names and Script Numbers to alert students from class lines. Safety Patrol members and faculty members on duty will assist students entering cars. Cars will then move through the school yard and exit at the gate onto Ulloa and 40th.



- Any students not leaving campus under an adult's supervision and has the walking permission slip complete, will be dismissed to walk off campus once car line is finished. Please see attached *After School Walking Permission Form*.