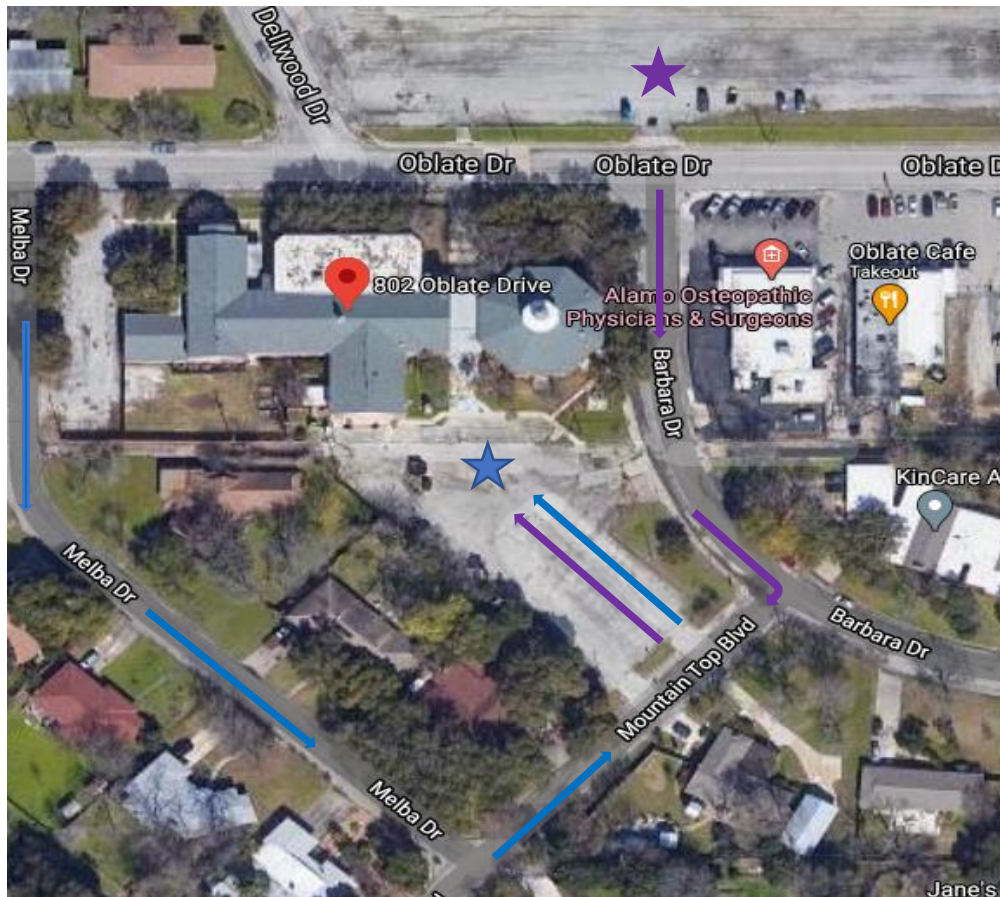


Kelley Elementary School – Procedures (Grades 1 – 6)

Morning drop-off will follow the designated route shown by **blue arrows** on this map. Vehicles should proceed south on Melba Drive, turning left onto Mountain Top Blvd. to enter the south lot behind the gym. To exit the south lot behind the gym, vehicles will turn left on Mountain Top Blvd. and right turn only onto Barbara Drive.



Students will be dropped off at the south lot behind the gym beginning at 7:30 AM. You will enter the lot and pull your vehicle to the gate shown with a **blue star**. Your student(s) will wait in the car to be screened by a staff member before entering the school building. You will be given a name plate for each student to use when picking up your student(s). The name plate must remain in the pick-up vehicle window for your child to be released. **Students who are dropped off after 7:45 AM must be signed in by a parent through the front office.**

Students will be **dismissed** at the south lot behind the gym. You will wait in the lot across the street shown with a **purple star**. You will be directed by a staff member as to when you will follow **the purple arrows** to enter the south lot behind the gym. Your student(s) will be escorted to your car by a staff member if the provided name plate is displayed. **You will be required to sign out your student(s) from the front office if the name plate is not visible.**

Dismissal Times: Grade 1 & Grade 2 @ 3:00 PM Grade 3 & Grade 4 @ 3:15 PM Grade 5 & 6 @ 3:30 PM
