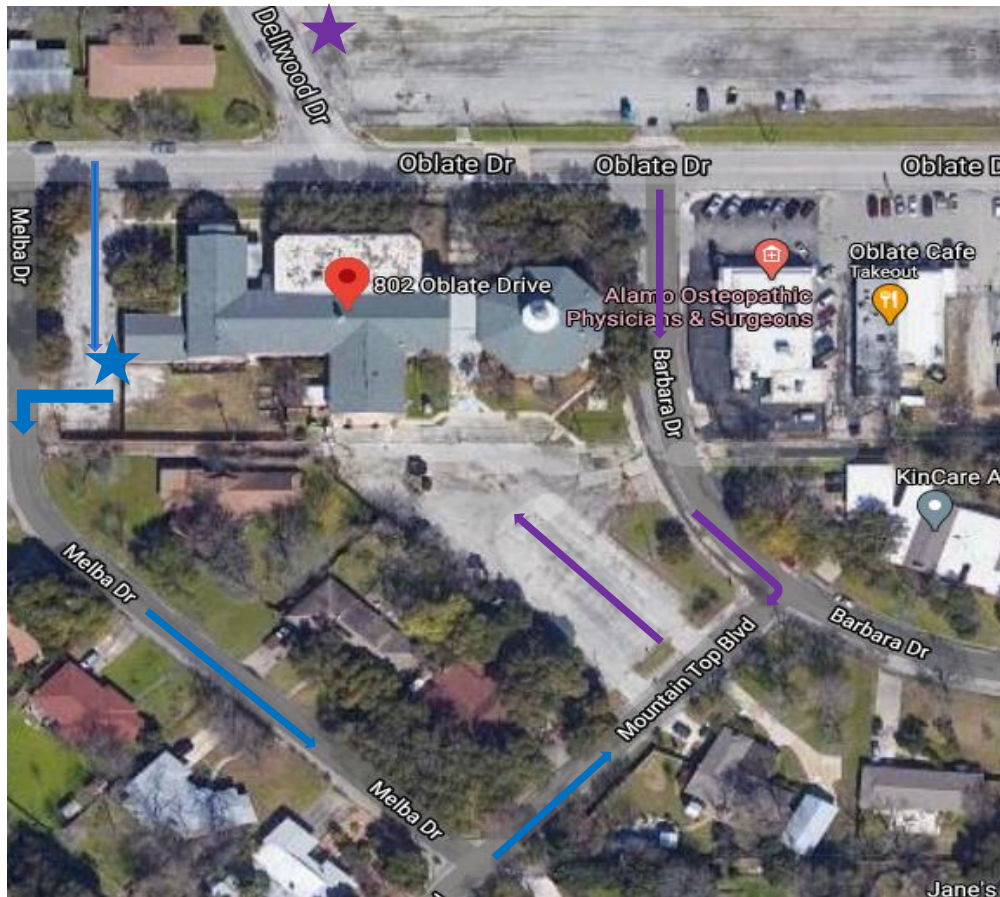


Kelley Elementary School – Procedures (PreK & Kinder)

Morning drop-off will follow the designated route shown by **blue arrows** on this map. Vehicles should proceed from Oblate Drive to enter the front lot at the main entrance of the campus. To exit the front lot, vehicles will turn left onto Melba Drive, left on Mountain Top Blvd. and right turn only onto Barbara Drive.



Students will be dropped off at the front lot at the main entrance beginning at 7:30 AM. You will enter and pull your vehicle to the end of the lot 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 front lot of the main entrance. 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 blue arrows** to enter the front lot of the main entrance. 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.**

<p>Dismissal Times: Pre-Kinder @ 3:00 PM Kinder 3:15 PM</p>
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