

### Drop off and Pick Up Procedures for Kellison

**PLEASE FOLLOW THE BELOW PROCEDURES WHEN DROPPING OFF OR PICKING UP YOUR CHILD:**

Always enter and leave the parking lot at the stop light (during drop off and pick up, we ask that you only enter at the light and not at the one way entrance at the far end of the lot). Enter at the light and turn right into Kellison's parking lot. Turn to the right towards the recycle bins and then left down the far parking lane, parallel to Hawkins Road. At the end of the parking lane curve around to the left to go down the middle parking lane, where you can then drop off or pick up your child anywhere along the orange cones, before the cross walk. Continue forward to exit the parking lot again at the stop light. **DO NOT AT ANY TIME DROP OFF OR PICK UP YOUR CHILD IN THE BUS LANE OR FROM ANYWHERE ELSE IN THE PARKING LOT.** Supervision is provided during morning drop off and at dismissal to make sure children exit and enter cars and cross the bus lane safely. Crossing guards return to the building when the bell rings and school starts, so **IF THERE ARE NO CROSSING GUARDS IN THE CROSS WALK, YOU MUST PARK AND WALK YOUR CHILD INTO THE OFFICE TO SIGN HIM/HER IN.** At dismissal, enter the parking lot in the same manner, and wait until you circle around to the orange cones, where a staff member will make sure your child makes it to your vehicle safely. It is preferred that you do not park your car and walk up to the sidewalk to pick up your child, as this can disrupt the flow of traffic in the lot. These procedures are in place to ensure a safe and efficient means of dropping off and picking up your child.

