

Taft Elementary School

4040 SE High School Drive Lincoln City, OR 97367

Phone: 541.996.2136 Fax: 541.996.3999

Nick Lupo, Principal

Becca Bostwick, Assistant Principal

Drop-Off & Pick-up Policy 2015-2016

For safety of all students, Taft Elementary School, the Lincoln City Police Department, Mid-Columbia Bus Company, and the Lincoln City Fire Department have worked cooperatively to develop the following policies:

General:

- Monday, Tuesday, Thursday, and Friday school will begin at 8:10 and release at 3:00 pm.
- **Every Wednesday school will release at 2:00 pm.**
- ALL Transportation changes (BUS, Walk, and Pick-up) must be submitted in writing (email or fax) or in person at the office before 2:00 pm each day (1:00 on Wed). Changes made to your child's mode of transportation home after this time simply will not be possible.

Reason: transportation changes must be made in the office in person or in writing to ensure students are not subject to decisions made by unauthorized adults via phone. Office staff particularly busy in the afternoon, not all correspondence submitted after 2:00 can be processed before conclusion of the school day.

Drop-Off

- Drop off - Parents may drive up from the south end of school to drop their child off on the school side of the street. There will be no parking available in front of the school.
- Park and walk - Parents may also park in the north parking lot and walk their students to the building.
- If parents want to enter the building with their student then they must check into the office to get a visitor badge.

Reason: All visitors to the school must be cleared by the front office. This is for the safety of our staff, students and school.

Parent Pick-up

- **Drive-up** - Students will be available for pick-up at the main entrance in the front of the school. Parents will need to drive up on High School Dr. off of 48th Ave. Staff will be waiting with your student to make sure they are being dismissed to the correct vehicle. Parents are to remain their vehicle but might have to show identification in certain circumstances.
- **Park First** - Parents can park in the north parking lot and walk up to the main entrance to pick up their child. If you are going to park and come into the building we ask that you wait in the gym until school gets released. Be advised we will be loading busses in the north parking lot.

