



Taft Elementary School  
4040 S.E. High School Drive  
Lincoln City, OR 97367  
541-996-2136 phone  
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**TAFT TIGERS**

Nick Lupo, Principal

## Transportation, Pick-up & Drop-off Procedure

Taft parents and families this is our procedure for pick-up and drop-off at Taft Elementary. To help improve our system we are asking that if you drop off students in the morning that you please use the east side (school side) of the street and either pull up to the drop off area. The other option is to pull into the parking lot in the north end of the school to park and walk the student into the school. Please see the below diagram. This will help us improve our safety by not having students walk across from the west side of the street. We thank you and appreciate your support.

### General:

- ALL Transportation changes (BUS, Walk, and Pick-up) must be submitted in writing (email or fax) or in person at the office before 1:30 pm each day (12:30 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.

### 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/Busing Home

- **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 48<sup>th</sup> Avenue. 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.
- **Communication after School hours** – Taft Elementary Office is closed at 4:00. If you need assistance with bussing, please call **Mid-Columbia Bus Company at 541-336-5101**.

