QUOGUE UNION FREE SCHOOL DISTRICT
PO Box 957 – 10 Edgewood Road
Quogue, NY 11959

STUDENT ARRIVAL PROCEDURES

Our traffic loop is designed to provide for a safe and efficient student arrival process. To ensure the safety of our students, families, faculty and staff, it is important that all members of our school community understand and follow the procedures outlined below.

General Information

- There are two options for dropping off students at the Quogue School:
    1. Parents/Guardians/Caregivers may drop students off in the traffic loop.
    2. Parents/Guardians/Caregivers may park on Edgewood Road and escort students to the Main Entrance of the school.
- Students may be dropped off beginning at 8:00 AM each morning.
- Students arriving after 8:10 AM will be marked late.
- Students may be dropped off in the traffic loop only if they are capable of unbuckling their seat belts and exiting the vehicle independently, without the assistance of a parent/guardian/caregiver.
- Drivers must remain in their vehicle when dropping students off in the traffic loop.
- If a student is unable to exit the vehicle independently, a parent/guardian/caretaker, must park on Edgewood Road and escort the student(s) to the main entrance.
- A staff member will be in the cross-walk directing traffic.
- All members of the school community must follow the directions of the staff member directing traffic at all times.

Dropping Off Students in the Traffic Loop

- Enter the traffic loop from Edgewood Road.
- Pull up to the cross-walk and shift the vehicle into "Park", for the safety of the student(s) exiting the vehicle, as well as the staff member directing traffic.
- Instruct the student to unbuckle his/her seat belt and exit the vehicle on the passenger side.
- Ensure that the student has walked to the sidewalk leading the Main Entrance.
- Wait for the staff member directing traffic to signal that you may proceed to the exit.

Parking and Walking Students to the Main Entrance

- Park your vehicle on Edgewood Road.
- Walk to the cross-walk in the traffic loop using the walkway connecting Edgewood Road to cross-walk.
- Once the staff member directing traffic in the cross-walk indicates that it is safe to cross, proceed to the Main Entrance.