



# Berkeley Heights Public Schools

Berkeley Heights, Union County, New Jersey 07922

Columbia Middle School  
345 Plainfield Avenue

(908) 464-1600 · Fax (908) 464-0017

Frank Geiger - Principal

Grace Acosta - Assistant Principal

September 1, 2019

Dear Parent/Guardian,

For the safety of our students at Columbia Middle School, I'm writing today to ask that you park or stop to drop-off and pick-up at designated locations only. The most common and acceptable place for students to meet cars is in front of the building at the Plainfield Avenue curb, school-side.

Other locations are shown on the map (see other link on school web) provided by the Berkeley Heights Police Department. PLEASE DO NOT pull into the parking lot area because it puts the other students at risk who are crossing between Plainfield Avenue and the courtyard. We ask, and the children will appreciate it if you do not stand or idle.

I understand that if your child is using crutches or is restricted in some way that you must drive them to the entrance, but those moments need to be the exception to this safety rule. It's worth noting that school crossing guards are in strategic places to assist your child to and from your car or home and I am reminded by the Berkeley Heights Police that our crossing guards are posted for the safe crossing of our youngsters and are not there for traffic control, so please drive carefully.

Thank you for your cooperation.

Sincerely,

*Frank G. Geiger*