



Branchburg Central Middle School
BRANCHBURG TOWNSHIP SCHOOL DISTRICT
220 Baird Road Branchburg, NJ 08876
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MR. MATTHEW BARBOSA
Principal
MRS. KRISTEN KRIES
Vice Principal

Dear Parents and Guardians,

Included is our drop off – pick up map and procedures that was shared at the beginning of the year. As you may notice on the map the drop off – pick up area for before school and at school dismissal is in the front of the building where it is designated for “Cars.” The side lot is not part of the designated location as there is no place to turn around and cars having to K-turn or back out of spaces during these busy times can be dangerous.

I do realize that drop off – pick up times is a busy time at school. I had the Branchburg Police Department observe our procedure and make suggestions. The following are reminders about drop off and pick up of our students.

1. There is staff coverage at the school beginning at 7:50am for early drop off. When the temperature is cold the students are supervised indoors in the Aux Gym and when the weather is agreeable they are supervised in front of the building. Beginning April 6th students will wait outside.
2. The district does provide busing for 92% of the students at BCMS. Riding the bus limits the traffic around the building and assures that students arrive on time. (If a bus is late, students are not marked tardy)
3. There is a crosswalk and crossing guard between White Oak Park and the school. Parents have the option of pulling in to the park from Baird Road, dropping students off and exiting from the other side onto Stony Brook Road.
4. Parents may drive into the school parking lot for morning drop off using the designated “Car” lane. Please pull your vehicle up as far as possible (beyond the crosswalk when feasible). This will help us expedite the drop off process by allowing more students to safely exit their cars.
5. There is no parking directly in front of the building as this is a fire lane. Pick up, drop off, or idling are not allowed in this area from 7:45am – 8:05am, 2:45pm – 3:15pm and from 4:25pm – 4:50pm when buses require access to this location. Students who are exiting the building are to use the crosswalk in the bus loading area to access their rides located in the car lane or parked on Baird Road.

This plan offers the convenience that many expect and the safety that our students require. I appreciate your attention to this matter.

Sincerely,
Matthew Barbosa, Principal