



Burch Charter School of Excellence

100 Linden Avenue, Irvington, NJ 07111

(973) 373-3223

Dr. Jeff White, Chief School Administrator

Mr. Timothy Simmons, Vice Principal

Ms. Jennifer Stein, Vice Principal

August 23, 2021

Dear Burch Parents/Families,

Welcome back to the 2021-2022 school year! We hope you had a relaxing summer. We are looking forward to working with you and your child(ren) again this year. At Burch Charter School of Excellence (BCSE), we are committed to providing your child(ren) with rich learning experiences. We personally believe in, and take pride in always doing what is best for students. We will continue to use this guiding principle when making decisions about our school.

We welcome our BCSE families back to school, and we continue to have new families moving in, and we welcome these new families to our school. For now, here is some important information I would like to convey to you regarding the 2021-2022 school year. Please keep this information for your reference.

School News:

Each of our instructional staff member has a website with updated and on-going information regarding instructional programming and school events. We are moving towards using predominately electronic communications (Going Green).

School Website:

www.burchcharterschool.org

Make Sure to Keep Up with Class Events through ClassDojo:

<https://www.classdojo.com/invite/?s=4eece7f1f64aa62934edd754>

Follow us on Instagram:

<https://www.instagram.com/burchexcellence/>

Follow us on Twitter:

<https://twitter.com/BurchExcellence>

Follow us on Facebook:

<https://www.facebook.com/burch.charter.1>

Office:

Office hours during the school year are from 8:00- 4:00 daily. Office: (973) 573-8400. Please be sure to call the school to report if your child will be absent.

School Hours:

Regular days: 7:50 AM – 3:30 PM

Half days: 7:50 AM-12:00 PM

School Security:

All school doors will be locked daily. In order to prevent the spread of disease during pandemic recovery and to protect the health and safety of students and staff against infection, no visitors shall be permitted in the schools until pandemic restrictions are lifted. The principal may admit a visitor if he or she determines that it is necessary. In all such cases, the visitor shall submit to the screening procedure (e.g., temperature and exposure questionnaire) and shall be required to wear a face mask while in the school building. The face mask shall be required in all cases. However, an accommodation may be made where the visitor can demonstrate that wearing a face mask is detrimental to the visitor's health. A child under two years of age shall not be required to wear a face mask.

Morning Drop-Off/Afternoon Dismissal

****Please do not drop off students prior to 7:50 because there will be no adult supervision at this time.****

Please see the below schedule for the staggered entrance/dismissal points.

Grade	Entrance Point	Dismissal Point
K	Cafeteria Exit/ Courtyard	Cafeteria Exit/ Courtyard
1	Main Entrance/ Linden Avenue	Main Entrance/ Linden Avenue
2	Gym Entrance/ Petzinger Avenue	Gym Entrance/ Petzinger Avenue
3	Cafeteria Exit/ Courtyard	Cafeteria Exit/ Courtyard
4	Main Entrance/ Linden Avenue	Main Entrance/ Linden Avenue
5	Gym Entrance/ Petzinger Avenue	Gym Entrance/ Petzinger Avenue

School Health Protocols:

- All people within the school building, including staff and students, must wear face coverings at all times.
- Daily pre-screening health checks (via OnCourse for staff and [OnCourse Connect](#) for parents/families) must be submitted for each student and staff member prior to entry into the school building
- Temperatures will be taken daily for each student and staff member entering the building.
- Parents and visitors will also be required to have their temperatures taken prior to enter the building as well as completing a paper copy of our daily health screener or a digital copy which can be found at the link below:
[Visitor Health Questionnaire](#)
- Hand sanitizers have been placed around the building for students, staff and parents/visitors.
- Air purifiers have been installed in each classroom and office areas to mitigate any effects of viruses, germs, bacteria etc.
- Students are permitted to bring in their own water bottles to stay hydrated. The school has also installed two contactless water bottle refill stations for students to use.
- Students are encouraged to bring in a blanket to use during the lunch periods as lunches will be staggered and sitting while eating will be allowed.
- Quarterly Covid-19 testing for all staff and select students (parents must give permission – the form is located in the student handbook).
- Personal protective equipment for students and staff continues to be utilized throughout all classrooms and offices in the building.
- Four Thermal-Scan temperature monitors are located at each entry point of the school building to assist with temperature monitoring of students, staff and parents/visitors entering the building.

Back to School Night:

Mark your calendar! Back to School Night will be as follows:

Kindergarten-2nd Grade: Tuesday, September 21st 4:00 pm - 5:30 pm

3rd-5th Grade: Wednesday, September 22nd 4:00 pm - 5:30 pm

These are busy nights, so we suggest that parents plan ahead for parking and logistics. During Back to School Night, you will learn what your child will be doing throughout the year and receive some procedural information about the classroom, and the school administration will also hold the Annual Title 1 Parent Meeting.

We are all looking forward to a wonderful year at Burch. Please always remember how resilient you and your scholar are throughout SY 2021-2022. We welcome you to involve yourself in our school in a variety of ways. Please do not hesitate to contact me if I can answer any questions or be of further assistance to you and your family. Together, we will make this school year a success!

Sincerely,

Dr. Jeff White

Dr. Jeff White
Chief School Administrator