



## ***Burch Charter School of Excellence***

*100 Linden Avenue, Irvington, NJ 07111*

*(973) 373-3223*

*Mr. Timothy Simmons, School Lead/ Principal*

*Mrs. Krystal Allbright, Vice Principal*

*Dr. Karleen Kemp, Vice Principal*

August 17, 2023

Dear Burch Parents/Families,

Welcome back to the 2023-2024 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 as we continue to have new families moving in, we welcome these new families to our school. For now, here is some important information I would like to convey to you regarding the 2023-2024 school year. Please keep this information for your reference.

### **School News:**

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

### **School Website:**

[www.burchcharterschool.org](http://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) 373-3223. 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-11:50 PM

### **School Security:**

All school doors will be locked daily. In order to protect the health and safety of students and staff, no visitors shall be permitted in the schools. 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.

**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/d dismissal points.**

| Grades | Entrance Point               | Dismissal Point              |
|--------|------------------------------|------------------------------|
| K-2    | Cafeteria Exit/ Courtyard    | Cafeteria Exit/ Courtyard    |
| 3-5    | Main Entrance/ Linden Avenue | Main Entrance/ Linden Avenue |

**Back to School Night:**

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

**All Grades: Wednesday, September 13th 4:00 pm - 6:00 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 scholars are throughout SY 2023-2024. 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,

*Mr. Timothy Simmons*

Mr. Timothy Simmons  
School Lead/ Principal