



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

***Mr. Timothy Simmons, Chief School Lead/ Principal***

***Dr. Karleen Kemp, Director of Curriculum and Instruction***

***Ms. Mitzi J. Sierra, Vice Principal***

August 17, 2024

Dear Burch Parents/Families,

Welcome back to the 2024-2025 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 2024-2025 school year. Please keep this information for your reference.

### **Back to School Extravaganza:**

Come celebrate with us on **Saturday, August 31, 2024 between 10 AM - 1 PM**. BCSE invites our scholars to a day of fun activities, music and food. We look forward to seeing you there!

### **School Begins:**

**First Day of School - Wednesday, September 4, 2024**

### **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 **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:**

Grades K-2 Regular Day: 7:50 AM – 3:10 PM  
Grades 3-5 Regular Day: 7:50 AM – 3:30 PM  
Half days: 7:50 AM-11:50 PM

***“WE REQUIRE EXCELLENCE”***  
***100 Linden Avenue, Irvington, NJ 07111***  
***(973) 373-3223***



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

*Mr. Timothy Simmons, Chief School Lead/ Principal*

*Dr. Karleen Kemp, Director of Curriculum and Instruction*

*Ms. Mitzi J. Sierra, Vice Principal*

### **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.

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

### **LATE PICK-UP FEE.**

In the event that a parent/ guardian is unable to pick up their child by 4:00 PM, the parent/ guardian will be **charged \$10** for every 30 minutes interval up until a maximum charge of **\$50** for the day. If a child is pick-up late excessively without a valid reason the child may be removed from after school activities.

### **Back to School Night:**

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

**All Grades: Thursday, September 19<sup>th</sup>, 2024 between 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 2024-2025. 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  
Chief School Lead/ Principal

***“WE REQUIRE EXCELLENCE”***  
***100 Linden Avenue, Irvington, NJ 07111***  
***(973) 373-3223***