



5141 Upper Valley Rd.*El Paso, Texas 79932*(915) 331-4397
www.burnhamwood.org

September 4, 2020

RE: Re-opening on-campus classroom settings

Dear Parents/Guardians,

We hope this correspondence find you and your family doing well!

While we begin our face-to-face instruction on Tuesday, September 8th, the safety and well-being of all our students, staff and visitors are a priority for our campus. Changes in the campus will reflect safety protocols that have been recommended by federal, state and local authorities. Our goal is to ensure that we provide our students an opportunity closest to a classroom setting as possible.

Safety Protocols

All students, staff and visitors will be required to adhere to the following:

- Maintain six (6) feet of distance when encountering others
- Wear face covering at all times while on campus
- Wearing face shields by themselves will not be allowed
- Prevent gatherings or congregating
- Stay home if exhibiting COVID-19 symptoms
- Temperatures will be taken prior to entering campus
- Employees and students who arrive with COVID-19 symptoms will be separated from all others and be sent home
- Students and employees will practice frequent hand washing.
- Each classroom has access to a restroom, sink and hand sanitizer
- School will provide bottles of water.
- Students may bring their own bottled water (Please label with their name)

Campus Drop Off/Pick Up

Cars will be directed to line up and student's temperature will be taken as they are dropped off.

- Parents will be required to remain outside during drop off and pick up of their children
- Staff will not assist with children getting out of vehicles
- Parents are asked to park and walk their child, if needed, to the designated area for teacher pick up and dismissal
- Kinder – 5th Drop off will begin at 7:35 a.m.
- PK4 Drop off will begin at 7:45 a.m.
- PK3 Drop off will be at 8:00 a.m.



Start/Dismissal Times (2020-2021 Instructional Times)

PK3	8:15 a.m. – 2:15 p.m.
PK4	8:00 a.m. – 2:45 p.m.
K & 1 st	7:45 a.m. – 3:00 p.m.
2 nd & 3 rd	7:45 a.m. – 3:15 p.m.
4 th & 5 th	7:45 a.m. - 3:30 p.m.

Meals (Free breakfast and lunch for students enrolled at the Linguistic Academy only)

- All meals will be delivered and eaten in the classroom
- If you prefer to send lunch with your child, please pack items that are easy for them to open

Aftercare/Afterschool Activities

- Not available until further notice.

Change in Instructional Method

- Students will have the opportunity to move from virtual to face-to-face instruction after the six-week grading period.

Thank you for your patience and understanding as we continue to navigate through this challenging time.

Respectfully,

Georgina Heras-Salas

Principal