



Welcome Back!

2021-2022 School Year



Overview

We are extremely excited to welcome students back to full, in-person instruction this fall. It goes without saying that our main concern is doing our part in ensuring the health and safety of our school community- students, staff and families and we look forward to working with you all as we navigate successfully the implementation of all mandated health and safety guidelines from government agencies which include:

- The Center for Disease Control (CDC);
- New York State Department of Health (DOH);
- New York City Department of Health and Mental Hygiene (NYC DOHMH); and
- New York State Education Department (NYSED)

School Opening

The first two days of school for the 2021-2022 school year will remain September 9 and September 10. These days will be half days, with dismissal occurring at 1:00 p.m. There will be no bus service provided on these days, so we understand that students that rely on bus service these days may not be able to attend school. We ask that you email your child's teacher, as well as the Main Office(mainoffice@bridgeprepcharter.org) to make us aware if they will not be in attendance, for accurate record keeping purposes.

Full days of school will commence on Monday September 13, 2021 and we expect that bus service will be available for all students on this date (see busing section below). As a reminder, the school hours for the 2021-2022 school year are Monday-Friday, 8:15-3:15. Please see the sections below on Arrival and Dismissal for further details.

Campus Buildings

As you know, we are excited about our space expansion on the campus, which begins this school year. This expansion has allowed Bridge Prep to grow our space into two different buildings on campus, Building A and Building E.

Building E- is the school building on campus which the school has been located on since our opening, and is located in the back of campus near the playgrounds and fields (facing Renwick Avenue). This building will be the primary location for students in Grades 1-3

Building A- is our newly secured space and is located in the front of campus near the main Campus Road and Quad (opposite side of campus from Building E). This building will be the primary location for students in Grade 4.

Both buildings will be staffed by Bridge Prep staff members and will have a permanent School Safety presence. Students will have access to programming in both buildings and any student that is accessing services or programs in a building that is not the location of their main classroom will be transported to their location by a staff member.



Arrival(Drop-Off)

Student arrival each day runs from 7:45-8:15 a.m. Students will be provided breakfast upon their arrival, which they will eat in their classroom. Please note that no student will be permitted to be in the school buildings prior to 7:45 a.m. and as such, we ask that you consider this when planning your morning. Any student that arrives to school after 8:15 a.m. will be marked Tardy.

Any family that is dropping their student off at school in the morning will continue to use the designated Bridge Prep Charter School Drop Off location, at Renwick Avenue and Safety City Blvd(behind the gates) and staff will escort cohorts of students to their classroom location.

Under no circumstances should a student be dropped off at any location other than this designated location.

If a student is arriving late, the student's parent/guardian must call the main office at 718-274-3437 to let the school know. If you are dropping your student off late, you must park in the visitor parking lot or on the street and walk your student to the main office in their student's classroom building. For reference they are:

- Grades 1, 2 and 3- Building E (near the playground)
- Grade 4- Building A (our new building, near the main campus quad).

Dismissal(Pick Up)

Student dismissal runs from 3:15-3:30 p.m. every day. Dismissal/Pick-Up will occur outside of Building A in the Main Campus Quad (by the flag pole in the Main Campus quad). Any family that is picking up their student should not arrive to campus any earlier than 3:00 p.m. unless they have indicated to the school that they are picking their student up early.

Upon arrival to pick up a student, families should park in the Visitor Parking Lot, and walk down the stairs from the parking lot to the quad. Under no circumstances should families park on the main campus road, as this will block bus traffic and cause a safety issue on campus.

Early/Late Pick-up

Unless a parent or guardian has contacted the School in advance and provided a signed note to the School explaining the situation, and the School has granted permission, no student will be dismissed early from the school buildings.

If a student is planning on attending a religious education program (such as CCD), that would require the student to leave early from school on a school day, the parent or guardian will need to provide a note in writing to Ms. Ebanks, Director of Operations (fahron@bridgeprepcharter.org) and the student's teacher with the specific details. The parent/guardian and the School will develop a plan and agreement for the logistics of the circumstance.



In order to minimize disruption for teachers and students, we ask that notification regarding early dismissals be made as far in advance as possible but not later than 8:30 a.m. on the day of the early dismissal.

We ask that you please arrive promptly to pick up your student. In the event that you are running late, please notify the school immediately. If you arrive to pick your student up prior to the designated pick-up dismissal window (3:15-3:30), you must call the school at least 15 minutes prior to your arrival, so that your student is ready for pickup. A staff member will meet you at the designated student pickup location for you to sign out your student. Any student who is not picked up by the end of the dismissal window will be escorted to the main office.

In the interest of student safety and to honor our agreement with the rest of the Petrides Campus community, we urge you to support our priority of student and traffic safety around the campus. Safe driving around the grounds improves the security for all students on the campus, including yours. We know that arrival and departure times can be stressful and that the campus parking areas can get congested, especially during inclement weather. Please allow enough time to pick-up and drop-off students safely and be sure to model respect and kindness to other drivers.

Busing

We know that many families are anxiously awaiting information about the school bus for the upcoming school year. To date, we have not received finalized bus routes/stops, pick up/drop off times from the NYC DOE's Office of Pupil Transportation, who runs student busing. As soon as we have this information available, we will provide this information to families. Please note that any student that receives Door to Door busing in accordance with their current IEP will continue to receive this service. We thank you for your patience.

Health Screening

If a student or staff member is feeling ill, they must stay home and not come to school, which is an effective way of protecting the whole school community.

Every student and staff member will have their temperature checked upon entering the school building each day. Should a student's temperature exceed 100.4 F, they will be immediately sent to the school nurse, who will check the student's temperature again and assess the student prior to contacting the parent/guardian.

Face Coverings

In accordance with the Emergency Regulation on Face Coverings issued by the DOH, all persons-students, staff, guests- must wear a face covering when riding on school buses and anywhere inside the school building-regardless of vaccination status, unless they have a medical exemption.



Bridge Prep asks that families send their student(s) to school every day with a clean, multi-layered cloth mask or a disposable mask that follows [CDC guidelines](#). In the event a student forgets a mask, the school will have a supply on hand. Students who cannot tolerate a face covering medically, including times where such coverings would impair student physical or mental health, may not be subject to wearing a face covering. Medical documentation from the student's healthcare provider will be required and should be submitted to the school for consideration and a determination.

During breakfast and lunchtime, masks may be removed so students can eat comfortably at a safe distance from one another. Masks may also be removed during designated "mask breaks", such as recess, during which students will maintain physical distance from each other. Students who are not medically able to tolerate masks will be provided with alternative accommodations.

Hand sanitizer will also be available in every classroom and throughout the school buildings.

Physical Distancing

Physical distancing is another important part of our multi-layered strategy to keep our school community safe. The Centers for Disease Control and Prevention (CDC) "recommends schools maintain at least 3 feet of physical distance between students within classrooms to reduce transmission risk. When it is not possible to maintain a physical distance of at least 3 feet, such as when schools cannot fully re-open while maintaining these distances, it is especially important to layer multiple other prevention strategies, such as screening testing."

Additionally, wherever possible, Bridge Prep will keep groups of students consistently together. It is important to note that the CDC emphasizes that schools should not exclude students from in-person learning to keep a minimum distance requirement.

During lunch, Bridge Prep students will have their own dedicate lunch period to eat in the cafeteria on campus. The large size and high capacity of the cafeteria will enable students to be physically distanced while eating. Additionally, Bridge Prep will utilize the outdoor spaces on campus for eating and recess, to support physical distancing.

Ventilation

Good ventilation is essential to prevent COVID-19. Over the past year and a half, ventilation in every single classroom across the city has been inspected, updated, and repaired as needed. Each classroom in use by students and staff for extended periods of time will have fully operational ventilation through either natural, mechanical, or a combination of means. As an added precaution, every classroom across New York City has been provided with two HEPA purifiers.

Cleaning

All classrooms and common, shared areas, such as the lobby, atrium, shared offices, cafeteria and physical education spaces will have hand sanitizer and disinfectant wipes available. High-



touch” areas such as doorknobs and water fountains will be cleaned multiple times throughout the day, and each classroom will be deep cleaned and disinfected daily using electrostatic technology.

COVID-19 Testing

Regular COVID-19 testing provides school communities and public health experts with valuable information. To start the school year, Bridge Prep will continue with the testing protocols and procedures that were implemented last year, which proved successful, thanks to the cooperation and diligence of our families. That procedure, which will begin the week of September 20 is as follows:

- Every two weeks(bi-weekly), Bridge Prep will randomly select 10-20% of students across the school community, who will need to be tested for COVID-19 over the course of the designated testing window(10 school days).
- The school will notify the family of the student who is to be tested, the Friday prior to the start of the testing window. All medical information provided will be kept private, in compliance with FERPA.

At this time, testing, as well as the sharing of the test results(which should be emailed immediately upon receipt to health@bridgeprepcharter.org) are the responsibility of the family and as such, will be done outside of the school building. For a list of locations where families can receive free testing, please contact the Main Office. In the event that there is a change in the above testing plan, which could include in school testing of students with submitted consent for testing forms, the school will provide families advanced notice.

As we shared last year, as a member of our community, we have a responsibility not just to ourselves, but to each other. In order to keep each member of our community safe, we ask that if your student is chosen for testing, that you please do your part and get them tested as soon as possible. That way if there is a positive case, action can be taken right away to protect the school community.

If a student or staff member reports having tested positive for COVID-19, Bridge Prep will follow health guidelines and notify the local health department to determine what steps are needed for the school community.

Positive Cases of COVID-19 at Bridge Prep

As we saw last year, our students and staff are most successful when our school and classrooms remain open for learning. We continue to do everything we can to make sure our classrooms are equipped to be safe learning environments, so that we have fewer disruptions in your student’s education.

However, there may be times when your student is asked to quarantine due to exposure to COVID-19. In the event there is a confirmed positive case in a classroom, all students in the class will be instructed to quarantine for **10 calendar days**. Students will receive virtual



instruction while they quarantine. Information about signing in during quarantine period will be provided by your student's teachers.

Bridge Prep will continue to follow all guidance and direction from local and state authorities and the school will be closed only when it is determined by the DOHMH that there is widespread transmission in the school. With the health and safety measures in place on our campus, we expect that school closure will be limited.

In the event of a classroom or school closure, families will receive an Urgent Message from the school Remind, as well as an email from the school with important information.

Medically Necessary, Virtual Instruction

Every year, there are some students with medical conditions that necessitate interim educational services outside of the school building (virtually). Based on guidance provided by the New York City Department of Health and Mental Hygiene (DOHMH), students who have one of the following conditions would be approved for virtual instruction, at the request of the student's parent/guardian:

- Active Cancer
- Chronic Renal Diseases
- Sickle Cell
- Gastro/Crohn's Disease
- Thalassemia
- Leukemia
- Metabolic Disorders
- Heart Conditions
- Muscular Dystrophy
- Adrenal Disorder
- Cystic Fibrosis
- Liver Disease
- Tumor
- Congenital Lung Disease
- Congenital Heart Condition
- Lymphoma
- Cerebral Ataxia
- Seizures
- Stroke
- Multiple Sclerosis

Any family with a student who is immunocompromised due to a medical condition or treatment for a medical condition that wishes to have their student receive virtual instruction should email both Ms. Otterbeck at: cheryl@bridgeprepcharter.org and Ms. Ebanks at: fahron@bridgeprepcharter.org. Information will be provided to the parent/guardian upon receipt of the request.



After School Programming and Athletics

As we shared, Bridge Prep will offer a free Academic After School Enrichment program for students 3 days per week (Monday, Wednesday and Friday), from 3:30-4:30 p.m. This program will begin in mid-October and information and details about participation in the program will be provided to families by the end of September. The school is actively working to identify an after-school partner to provide after school programs on Tuesdays and Thursdays and will notify families should this be secured.

Please note, that should a student participate in the After-School Enrichment Program, they will need to be picked up by a parent or guardian, as there is no bus service provided for transportation home.

Additionally, Bridge Prep has been approved to field competitive athletic teams in Cross Country Track (Fall), Basketball (Winter) and Track and Field (Spring) in the Staten Island CYO Leagues. Interest forms will be going out to students during Week 1 of school, and information about signup, practice, uniforms and schedules will be provided by the coach of the specific sport.

General School Contact Information

School Address	715 Ocean Terrace Buildings E and A Staten Island, NY 10301
Main Office Contact Information	718-274-3437 mainoffice@bridgeprepcharter.org
Leadership Team Contact Information	Mr. Timothy Castanza- Executive Director tim@bridgeprepcharter.org Ms. Fahron Ebanks- Director of Operations fahron@bridgeprepcharter.org Ms. Cheryl Otterbeck- I.A. Director of Teaching and Learning cheryl@bridgeprepcharter.org Ms. Marissa Marks- Dean of Specialized Instruction (Special Education related inquiries) marissa@bridgeprepcharter.org Mrs. RoseMarie Illuzzi- Director of Community Development rosemarie@bridgeprepcharter.org
Bridge Prep Family Association	bpfacharter@gmail.com
Bridge Prep Board of Trustees	board@bridgeprepcharter.org