

Parent Welcome Letter Jackson After School Extracurriculars

Welcome to Jackson After School Extracurricular Programs! We are excited for this session to begin and are ready to have some fun! Please read this email entirely (3 pages) for important details about how students will transition throughout the afternoon and details for pickup when class is over.

BEFORE CLASSES BEGIN: Login to the Parent Portal using your username and password to view your child's schedule. Once you have logged in and accessed your family page, CLICK the blue "PERSONAL" tile on the left side of the webpage to load student schedules. **PLEASE SHARE THE PROGRAM DETAILS, EXPECTATIONS, and BUS PROCEDURES BELOW WITH YOUR CHILDREN TO HELP PREPARE THEM FOR NEXT WEEK.**

- Please mark your family calendar with all start and end dates and times.
- Start time for first hour classes will show 2:30. Please note that from 2:30-2:45 students are in transition from their school day to their instructors at the Main campus cafeteria. Primary students are bussed to us and accompanied by one of our JAS aftercare staff each day they have a class. (See below under BUS NUMBERS). When Primary students arrive at the Main campus, students will transition with the assistance our JAS staff person to the cafeteria so that attendance can be taken. Next, they will transition to their class space at 2:45. Main campus students are released directly to extracurriculars check in at the cafeteria at the end of their school day.
- Email beth@myafterschoolprogram.com if your child has any special needs or if there is any information we need to be aware of to make sure your child's experience is the best that it can be. Special needs notification will assist instructors as they prepare lessons for each class. This includes any in class behavior plans that we can continue in the afternoons, any sensory issues, allergies, fears, etc.
- Send a snack with your child if they are not enrolled in the JAS aftercare program. NO PEANUT PRODUCTS PLEASE.
- All classes take place at the Main Campus on Mt. Paran. Primary students are bussed over to the Main campus by Atlanta Public Schools busses.
- BUS NUMBERS: Students ONLY ENROLLED IN AN EXTRACURRICULAR CLASS will be assisted by their classroom teachers and transition via Atlanta Public Schools bus #15-801 (Morris) from the Primary to the Main campus and will be met by a Jackson After School aftercare staff person once they arrive at the Main campus to assist with transition to their instructor in the cafeteria. ALL JAS AFTERCARE STUDENTS WILL CONTINUE TO RIDE BUS #16-184 even if they have an extracurricular class on any given day.
- **For both campuses-Parents must send ONE note to the child's classroom teacher THE FIRST DAY OF EACH Fall 2019 extracurricular class letting the classroom teacher and front office know the child's change in dismissal procedure for that day for the duration of the session.**

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- After the current semester extracurriculars change in dismissal note has been sent, the child will continue to dismiss on that day, in that way, until the current semester extracurricular program session has ended.
- If, after sending the change in dismissal procedure note to your child's school classroom teacher, if a child has a doctor's appointment or other reason to miss class, the parent should notify the teacher with a note on that day so they can be released appropriately. The following week, dismissal will revert back to the note given at the beginning of the current extracurricular session.
- These notes are important to help teachers, substitute teachers and front office stay aware of your child's daily dismissal procedures.
- IF YOUR CHILD IS ABSENT: Please let us know by 12:30 on the day they have their class. Elementary school classroom teachers do not relay your child's school day absences or early pickup to us. Please text 770-605-5456 with any absence information. Be sure to include child name, class they will miss, and school they attend if they will be absent. You can also email the same absence information to beth@myafterschoolprogram.com . It is our policy to call parents each day a student does not arrive for their class if we have not been notified.
- **Please arrive no more than 10 minutes early for carpool pickup.** Dismissal times are staggered- some classes dismiss at 3:45, 4:00 or later- check your child's schedule in their personal profile in your Parent Portal account for their class end time.
- Children will be dismissed in carpool fashion at the front of the Main Campus building (office entrance). Parents must display the WT Jackson carpool tag which can be obtained from the front office.
- If you do not have a WT Jackson carpool tag, contact the school front office and they can issue one to you.
- Parents are encouraged to stay in their vehicle and pick up using the carpool lanes. End times are staggered to prevent long dismissal lines and better student safety.
- JAS aftercare students will transition back into the JAS aftercare program when their extracurricular class ends. If you wish to pick your enrolled JAS aftercare child up in carpool at the end of class instead, please let Natalie Defoor know by emailing natalie@myafterschoolprogram.com .
- The first two weeks of class, there will likely be delays during release as the instructors and children get used to these new procedures. *We appreciate your patience during this time!!*
- The safety of each child is our primary concern. Please let one of us know of any joys your child has shared about their class or let us know about any concerns that you may have regarding extracurriculars programming.

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- Love our programs? Please let us know! Feedback (positive or negative) will allow us to improve and/or add programming to better serve the students at Jackson. It is our mission to provide safe, quality, fun and engaging programming to our students.

Thank you for allowing your child to participate- we hope they enjoy their classes!

Beth Geurin, Extracurricular Programs Coordinator 770-605-5456 beth@myafterschoolprogram.com

Kim Bishop, Jackson After School Owner 404-433-6126 kim@myafterschoolprogram.com

REMINDER: All students enrolled in **second hour classes (IN BOLD)** must either transition from a first hour class if enrolled, the JAS aftercare program if enrolled OR be brought back to the school by a parent or caregiver at the start of class. No students are allowed on campus unattended in the hour between school dismissal and their extracurricular class starting. This is the Jackson Elementary and Jackson After School policy. For your child's schedule, please check the child's PERSONAL profile in your myafterschoolprogram.com PARENT PORTAL account.

DAY	DATES	TIME	GRADE	CLASS
MON	9/9-12/2	2:30-3:45	K-5	YOGA with Atlanta Yoga
MON	9/9-12/13	2:30-3:45	K-3	GOLF with OT Sports
MON	9/9-12/2	2:30-4:00	1-3	ROBOTICS JR with Steam Powered Kids
MON	9/9-12/2	2:30- 5:00	4-5	ROBOTICS SR with Steam Powered Kids
TUE	9/10-12/3	2:30-3:45	K-3	SOCCER with OT Sports
TUE	9/10-12/3	2:30-3:45	K-2	TAP AND BALLET with Studio Go Dance
TUE	9/10-12/3	2:30-4:00	K-2	ART: DRAWING with Young Rembrandts Art
WED	9/11-12/4	2:30-3:45	K-5	BASKETBALL with Elite Hoops
WED	9/11- 12/11	2:30-4:00	1-5	DRAMA with Atlanta Children's Theatre
WED	9/11-12/4	2:30-3:45	1-5	CHESS FIRST HOUR ONLY with Kid Chess
WED	9/11-12/4	3:50-4:50	K-5	CHESS SECOND HOUR ONLY* with Kid Chess
WED	9/11-12/4	2:30-4:50	1-5	CHESS BOTH HOURS with Kid Chess
THUR	9/12-12/5	2:30-3:45	K-2	BRICKS 4 KIDZ
THUR	9/12-12/5	2:30-3:45	K-5	KIDZ SPORTZ
THUR	9/12-12/5	2:30-3:45	1-5	FIND THE WILD with Blue Heron Nature Preserve
FRI	9/13-12/6	2:30-3:45	4-5	3D PRINTING with STEM Velocity
FRI	9/13-12/6	2:30-3:45	K-5	TENNIS with Kidz Tennis
FRI	9/13-12/6	2:30-3:45	K-3	STEM LAB with STEM Velocity
FRI	9/13-12/6	2:30-3:45	K-3	MARTIAL ARTS with TONCHU Martial Arts