

PARENT WELCOME LETTER

SAS Fall 2019 Extracurricular Programs

Welcome to FALL 2019 Smith After School (SAS) Extracurricular Programs! We are excited for this session to begin and are ready to have some fun! Please read this attachment (3 pages) entirely for important details from notes to classroom teachers all the way through the dismissal process. Class schedule is on page 3.

Before the first day of class, login into the Parent Portal on www.myafterschoolprogram.com to confirm your child's class schedule. Once on your family page, CLICK the blue "PERSONAL" tile on the left of the webpage to view your child's schedule. **THE FALL 2019 SCHEDULE IS AT BOTTOM OF THIS LETTER.** We follow the APS student calendar.

BE SURE TO SHARE DETAILS BELOW WITH YOUR CHILD SO THAT THEY HAVE SOME EXPECTATION ABOUT HOW THEIR NEW SCHEDULE WILL WORK ON THE DAY THEY HAVE A CLASS.

- Mark your family calendar with all start and end dates and times shown below after confirming your child's schedule in your family profile by logging in to the Parent Portal.
- Email beth@myafterschoolprogram.com if your child has any special needs or behaviors that we should be aware of. We find that during afternoon activities, maintaining the student plan in place during the school day is most beneficial to the child, the other students participating in the class with them, the instructor and our staff.
- If a student's behavior is disruptive and prevents other students from having the best class experience, parent will be notified and student will be released from the class for the semester. IF this occurs after week 3 of class, no refund will be made.
- ALL NON-SAS AFTERCARE PARENTS-PLEASE SEND A NUT FREE SNACK WITH YOUR CHILD to have during snack time from 2:30-2:45 before their class begins. ABSOLUTELY NO NUT PRODUCTS. Full-Time SAS aftercare students are provided a snack as part of their monthly tuition. Drop-In SAS aftercare students will receive a snack from aftercare if they are attending aftercare on that day once their extracurricular class is over.
- Intermediate campus students- all classes take place at the Primary Campus on Old Ivy. Intermediate campus students are bussed over to the Primary campus by Atlanta Public Schools busses. You must write a note to your child's Smith classroom teacher EACH day the child has an extracurricular class so that their classroom teacher will properly direct them to their bus # (see below) that will take them to the Primary campus for their class. Once at the Primary campus, the student should report to the cafeteria so that attendance can be taken and they can join their class.
- Primary students will transition from their school day and be directed to the cafeteria during afternoon announcements. Extracurricular Programs students are dismissed first at the end of the day by class announcement.
- Intermediate Campus students will be transitioned from the Intermediate campus to Primary campus by APS bus.

SAS aftercare students will continue to ride Atlanta Public Schools **GIRLS BUS #578 and BOYS BUS #588 from the Intermediate to the Primary Campus and transition to the cafeteria as usual for their class.

Students not enrolled in aftercare but taking extracurricular classes only will ride **GIRLS BUS #577 girls and BOYS BUS #556 and will be met by a Smith After School aftercare staff person once they arrive to assist with transition to their extracurricular instructor in the cafeteria.

- For both campuses- PARENTS OF ALL STUDENTS MUST SEND A NOTE to your child's Smith classroom teacher EACH DAY they are to attend an extracurricular class at the Primary campus. For Intermediate Campus students, this will help remind the classroom teacher to properly direct your child to the bus going to the Primary Campus. For Primary students, it will remind the classroom teacher to direct your child to the cafeteria on the day they have a class.
- Please let your child know the morning of their class what class they will have. Class schedule is on page 2 of this letter.
- IF YOUR CHILD WILL BE ABSENT: Please let us know by 12:30 on the day they have their class. 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 absence information to beth@myafterschoolprogram.com. Sarah Smith classroom teachers do not share absence information with us.
- All extracurricular dismissals are at the PRIMARY CAMPUS. Please inform sitters/caregivers picking up your children of the pickup details and that pickup is at Primary Campus on Old Ivy.
- Please do not arrive no more than 10 minutes before your child's class end time for carpool pickup at the OLD Ivy Primary Campus. We have staggered dismissal times to help avoid backups onto Old Ivy during dismissal. PLEASE NOTIFY YOUR SITTERS/CAREGIVERS AS WELL. PICKUP PERSON SHOULD BE PREPARED TO SHOW ID.

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- Children will be dismissed in carpool fashion in the bus lanes of the PRIMARY CAMPUS. Drive straight in – do not use the regular carpool lanes at the front office entrance. Parents are encouraged to stay in their vehicle and pick up using the carpool lanes. BE PREPARED TO SHOW ID THE FIRST TWO WEEKS OR IF SOMEONE OTHER THAN A PARENT WILL PICK THE CHILD UP. Please notify beth@myafterschoolprogram.com if someone other than the child's parent will be picking them up each day. Instructors will assist as children get into vehicles.
- Standard procedure for SAS aftercare students is to transition back into the SAS aftercare program when their extracurricular class ends. If you wish to pick your enrolled SAS aftercare child up in carpool at the end of class instead, please inform Monica Singer, SAS Director by emailing monica@smithafterschool.com or texting 404-693-5310 by 12:30 the day of class.
- 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 at this time.
- The safety of each child is our Intermediate concern.

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

Kim Bishop Smith After School Program Owner 404-433-6126 kim@myafterschoolprogram.com

DAY	DATES	TIME	GRADE	CLASS
MON	9/9-12/2	2:30-3:45	K-2	Bricks 4 Kidz
MON	9/9-12/13	2:30-4:00	1-5	Drama with Atlanta Children's Theatre
MON	9/9-12/2	2:30-4:00	1-5	Karate with Atlanta Karate
TUE	9/10-12/3	2:30-3:45	4-5	3D Printing and CAD with STEM Velocity
TUE	9/10-12/3	2:30-3:45	K-5	Basketball with Elite Hoops
TUE	9/10-12/3	2:30-3:45	K-5	Find the Wild with Blue Heron Nature Preserve
TUE	9/10-12/3	2:30-3:45	3-5	KidStrings with Buckhead Strings
TUE	9/10-12/3	2:30-3:45	K-2	STEM Velocity Lab
TUE	9/10-12/3	2:30-3:45	K-5	Kid Sportz
WED	9/11-12/4	2:30-4:00	1-3	Robotix JR. with Steam Powered Kids
WED	9/11-12/4	2:30-5:00	4-5	Robotix SR. with Steam Powered Kids (extended class)
WED	9/11-12/4	2:30-3:45	K-5	Tennis with Kidz Tennis
WED	9/11-12/4	2:30-4:30	3-5	Pastels with Young Rembrandts Art
THUR	9/12-12/5	2:30-3:45	K-3	Golf with OT Sports
THUR	9/12-12/5	2:30-3:45	1-5	Kid Chess (FIRST HOUR)
THUR	9/12-12/5	2:30-4:50	1-5	Kid Chess (BOTH HOURS)
THUR	9/12-12/5	3:50-4:50	K-5	Kid Chess (SECOND HOUR)
THUR	9/12-12/5	2:30-3:45	K-2	Tap and Ballet with Studio Go Dance
THUR	9/12-12/5	2:30-3:45	K-2	Vamos Chicos and the Eco Arts Bus (FIRST HOUR)
FRI	9/13-12/6	2:30-3:45	K-3	Soccer with OT Sports
FRI	9/13-12/6	2:30-4:00	K-2	Drawing with Young Rembrandts Art

REMINDER: All students registered for a SECOND HOUR class (in BOLD) must either transition from SAS aftercare if enrolled, from another first hour extracurricular class if enrolled, or be brought back to the school by a parent or caregiver when class begins. No student is to remain unattended in the time between school dismissal and their second hour extracurricular class start time.

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All HOUR 2 (**classes in BOLD**) class students must either transition from the SAS aftercare program, if enrolled, from a first hour extracurricular class, if enrolled, or be brought back to the school by a parent or caregiver for the HOUR 2 class. No students are to remain on campus unattended during the time after school dismissal and the extracurricular class begins. This is a school and SAS aftercare policy.