

REVISED 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. **ALL EXTRAS TAKE PLACE AT THE PRIMARY CAMPUS THIS YEAR. THIS IS WHERE YOUR CHILD WILL BE PICKED UP.**

BEFORE CLASSES BEGIN: Parents, login to the Parent Portal on www.myafterschoolprogram.com using your username and password to view your child's schedule. Do not send your child to a class they are on a waitlist for or are not registered for. **PLEASE SHARE THE PROGRAM DETAILS, EXPECTATIONS, and BUS PROCEDURES (for MAIN Students) BELOW WITH YOUR CHILDREN TO HELP PREPARE THEM FOR NEXT WEEK.**

PARENT INFO AND PARENT ACTION ITEMS:

- Please mark your family calendar with all start and end dates and times.
- **All classes take place at the Jackson PRIMARY campus and students will be picked up at the end of their class from the Jackson PRIMARY campus** by a parent or caregiver listed our Parent Portal at the end of class OR transition to JAS after care, if enrolled. Students must be picked up by a parent or care giver listed in their Parent Portal account on www.myafterschoolprogram.com.
- **For both campuses-First, parents must send ONE note to the child's classroom teacher THE FIRST DAY OF EACH 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 (include dates from your parent portal account) AND PARENT SHOULD ALSO CALL JACKSON ELEMENTARY MAIN, MS. ERICA VARNUM at 404-802-8800 notifying her of the schedule change as well. IF this note is not sent and office not notified, the child will be dismissed at the end of the school day via their already in place dismissal procedure.**
- **STUDENTS BUSSING FROM THE MAIN TO PRIMARY CAMPUS, PARENTS SHOULD INCLUDE THIS BUS NUMBER IN THE NOTE: APS bus 16814 / 23-002**
- 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 the day they have an appointment day so they can be released appropriately for their appointment. 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.

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SCHOOL DAY DISMISSAL TO EXTRAS LOGISTICS:

- Start time for first hour classes will show 2:45.
- Primary campus students at 2:45 will transition from their school day to their instructors in the gym. At 3:00 they will transition to their class with their instructor.
- Students at the Main campus that are extracurricular students only- AL EXTRAS AND JAS AFTERCARE STUDENTS- are dismissed from their classroom over the announcements and then are assisted/directed to APS bus 16814 / 23-002 . Main campus students will be bussed to the Primary campus by APS bus where they are met by a member of JAS after care staff and walked to the gym to meet and join their instructor.
- **ALL JAS AFTER CARE STUDENTS WILL CONTINUE TO RIDE THEIR SAME AFTER CARE BUS FROM MAIN TO PRIMARY even if they have an extracurricular class on any given day; this is bus 16814 / 23-002.**
- When Main campus students arrive at the Primary campus, students will transition with the assistance of our JAS after care staff person to the gym so that attendance can be taken by their program instructor. From there, students will transition to their class space at 3:00 with their instructor.
- 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.
- No snacks will be eaten during the Extracurricular Programs hour. JAS after care students will have their snack after their extracurricular class has ended. If you think your child needs a snack, send a LIGHT easy to eat, simple snack for your child if their classroom teacher will allow then to have a snack at the end of the day. Ask the teacher in advance. Otherwise, have a snack for them at carpool pick-up.
- JAS FULL time and DROP IN students attending JAS after care the day they have a class will have a snack at the end of their extracurricular class.

ABSENCE NOTIFICATION PROCESS:

- **IF YOUR CHILD IS ABSENT:** Please let us know by 2:00 on the day they have a class. Elementary school classroom teachers do not relay your child's school day absences or early pickup to us. Please text 678-347-6866 (on site) JAS after care- Natalie and Renee, with any absence information. Be sure to include child name, class they will miss, and school they attend (we have 5 schools!) if they will be absent. You can also email the same absence information to natalie@myafterschoolprogram.com and renee@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.

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PICK UP PROCESS AT THE PRIMARY CAMPUS:

- Students (not enrolled in JAS after care) will be **dismissed in carpool fashion at the front of the Primary Campus building (office entrance).** Parents must display the WT Jackson carpool tag when picking up their child which can be obtained from the front office.
- **Please arrive no more than 10 minutes early for carpool pickup.** Dismissal times are staggered- some classes dismiss at 4:00, 4:15 or later- check your child's schedule in their personal profile in your Parent Portal account for their class end time. General schedule is at the bottom of this letter.
- 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 full-time after care students and JAS Drop-In students attending the day they have a class will transition back into the JAS after care program when their extracurricular class ends.** If you wish to pick your full-time enrolled JAS after care child up in carpool at the end of class instead, please let Natalie Defoor know by emailing natalie@myafterschoolprogram.com and/or renee@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.
- 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

ON SITE- Natalie Defoor, JAS CO-Director natalie@myafterschoolprogram.com

ON SITE- Renee LaClair, JAS CO-Director renee@myafterschoolprogram.com

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

!!!ALL REGISTRATION WILL CLOSE FRIDAY, FEBRUARY 2 at 7PM For registration after January 18 email beth@myafterschoolprogram.com; online registration will be closed)

NO REFUNDS after FRIDAY FEBRUARY 2 at 7PM!!!

GENERAL PROGRAM SCHEDULE IS ON THE NEXT PAGE

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GENERAL COURSE SCHEDULE:

ALL CLASSES AND PICKUP TAKE PLACE AT THE PRIMARY CAMPUS!!!

Course Name	Start Date	Days	Times	End Date
Golf with OT Sports	01/22/2024	Mondays	2:45 PM 4:00 PM	04/22/2024
Robotics Junior with Steam Powered Kids	01/22/2024	Mondays	2:45 PM 4:00 PM	04/22/2024
Robotics Senior with Steam Powered Kids	01/22/2024	Mondays	2:45 PM 4:00 PM	04/22/2024
Soccer with OT Sports	01/23/2024	Tuesdays	2:45 PM 4:00 PM	04/30/2024
Drawing Elements with Spunky Arts	01/23/2024	Tuesdays	2:45 PM 4:00 PM	04/30/2024
Graphic Novel & Comics Creation with Spunky Arts	01/23/2024	Tuesdays	2:45 PM 4:00 PM	04/30/2024
Drama with Atlanta Children's Theatre	01/24/2024	Wednesdays	2:45 PM 4:15 PM	04/24/2024
Yoga with Grounded Kids	01/24/2024	Wednesdays	2:45 PM 4:00 PM	04/24/2024
Master Builders with Bricks 4 Kidz	01/25/2024	Thursdays	2:45 PM 4:00 PM	04/18/2024
Art & Facts Around the World with Vamos Chicos	01/25/2024	Thursdays	2:45 PM 4:00 PM	04/25/2024
Tonchu Martial Arts	01/26/2024	Fridays	2:45 PM 4:00 PM	04/26/2024

Your child's schedule should be confirmed by logging into the parent portal on www.myafterschoolprogram.com and viewing the child's profile.

Questions? Email beth@myafterschoolprogram.com