

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. Do not send your child to a class they are not registered for. We have specific capacities and protocols this semester due to Covid -19. 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 using the student schedule in your parent portal account on www.myafterschoolprogram.com
- All classes take place at the Jackson main campus and students will be picked up from the Jackson main campus at the end of class or transition to JAS aftercare, if enrolled. Grade 1 students are bussed to the main campus at the end of the school day by APS bus along with our JAS aftercare students. End of program parent/caregiver pickup is in the dismissal lanes at the FRONT of the main campus.
- Start time for first hour classes will show 2:45.
- Main campus students at 2:45 will transition from their school day to their instructors in the cafeteria. At 3:00 they will transition to their class with their instructor.
- 1st grade students will be loaded onto APS busses by the Jackson Primary staff and bussed to the Main campus by APS bus.
- When 1st grade students arrive at the Main campus, students will transition with the assistance of our JAS staff person to the cafeteria so that attendance can be taken. From there, they will transition to their class space at 3:00 with their instructor. Main campus students are released directly to extracurriculars check-in in the cafeteria at the end of their school day.
- ALL JAS AFTERCARE STUDENTS WILL CONTINUE TO RIDE THEIR SAME AFTERCARE BUS even if they have an extracurricular class on any given 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.
- Due to COVID, no snacks will be eaten during the Extracurricular Programs hour. JAS aftercare students will have their snack after their extracurricular class has ended.
- All classes take place at the Main Campus on Mt. Paran. Grade 1 extras students are bussed over to the Main campus by Atlanta Public Schools busses.

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- For both campuses-Parents must send ONE note to the child's classroom teacher THE FIRST DAY OF EACH Winter 22 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.
- 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 1:00 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 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. General schedule is at the bottom of this letter.
- 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.
- If you do not have a WT Jackson carpool tag, contact the school front office and they can issue one to you WT Jackson number is 404-802-8800.
- 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!!

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- 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

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

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

For your child's schedule, please check the child's PERSONAL profile in your myafterschoolprogram.com PARENT PORTAL account.

REGISTRATION WILL CLOSE FRIDAY, January 21 AT 5 pm

START DATE	END DATE	DAY	CLASS	START	END
01/24/2022	04/25/2022	MON	Robotics Junior with Steam Powered Kids	2:45 PM	4:00 PM
01/24/2022	04/25/2022	MON	Robotics Senior with Steam Powered Kids	2:45 PM	4:30 PM
01/25/2022	04/26/2022	TUE	Soccer with OT Sports	2:45 PM	4:00 PM
01/26/2022	04/27/2022	WED	Kids TV	2:45 PM	4:30 PM
01/27/2022	04/28/2022	THUR	Find the Wild with Blue Heron Nature Preserve	2:45 PM	4:00 PM
01/28/2022	04/29/2022	FRI	Kidz Tennis	2:45 PM	4:00 PM
01/28/2022	04/29/2022	FRI	Tonchu Martial Arts	2:45 PM	4:00 PM