

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 (3pages) for important details about how students will transition throughout the afternoon, parent end of school day responsibilities and details for student pickup when class is over. **ALL EXTRAS TAKE PLACE AT THE PRIMARY CAMPUS ON NORTHSIDE DRIVE. THIS IS WHERE YOU WILL PICK UP YOUR STUDENT- details below regarding the pick-up process.**

PARENT INFO AND ACTION ITEMS:

- **Calendar:** Mark your family calendar with all start and end dates and times. This is available in your parent portal account, child profile. There is a general schedule for all classes on the last page of this letter.
- **Wait-lists:** If your student is still wait-listed, do not send them to the class. They are not enrolled. Parents will be called to pick them up if the student is not enrolled in JAS After Care.
- **Class Location:** All classes take place at the Jackson PRIMARY campus at 4191 Northside Dr Atlanta GA 30342 . Students can only be picked up from the Jackson PRIMARY campus by a parent or caregiver listed as a PARENT OR EMERGENCY CONTACT in your Parent Portal account. They must be tagged in this way to show on our dismissal app. Emergency contacts= approved pickup persons.
- **JAS Students:** If enrolled in JAS, students will be released from their extracurricular back to JAS at class end time.

PARENT RESPONSIBILITY:

- **Notification:** Parents must send one email notification to the student's classroom teacher and cc erica.varnum@atlanta.k12.ga.us and cc amoyer@atlanta.k12.ga.us on the first day of each extracurricular class, informing them of the student's change in dismissal procedure for the duration of the session. Include dates from your parent portal account. Include the bus numbers below in the note and also inform the student.
- **Call:** Parents should also call Jackson Elementary Main, Ms. Erica Varnum at 404-802-8800 before 12:00 PM on the first day the class meets to notify her of the student's schedule change.
- **Dismissal:** If the note is not sent and the office is not notified, the student will be dismissed via their usual procedure.

STUDENTS BUSSING FROM MAIN TO PRIMARY CAMPUS:

Bus Number: Include the bus number in the note and inform the student:

APS bus for 2nd & 3rd grades: JAS PINK PIG

APS bus for 4th & 5th grades: JAS SILVER KOALA

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IF STUDENT WILL MISS THEIR EXTRAS CLASS- EXTRAS NOTIFICATION PROCESS:

- **Notify:** If your student will be absent from their extras class, notify Ms. Natalie by 1:30 PM on the day of the class. Text 678-347-6866 (on-site) JAS after care/Natalie or email natalie@myafterschoolprogram.com .
- **Policy:** We will call parents each day a student does not arrive for their class if we have not been notified.
- **MASP/JAS Extras does not have access to the school's attendance system, your child's absence information or early check-outs for any given day.**

SCHOOL DAY DISMISSAL TO EXTRAS LOGISTICS:

- **Start Time:** First-hour class actual programming starts at 2:30 PM. Students are in the care of their instructors once they arrive to the Primary campus gym (at 2:15 for Primary students, around 2:25 for Main campus students being bussed over). The first 15 minutes (between 2:15-2:30 PM) allows for transitioning after end of school dismissal and attendance being taken by instructors in the gym.
- **Primary Campus:** Students will transition from their school day via end-of-school announcements and be directed to their instructors in the gym. At 2:30 PM, after attendance, they will transition to their class with their instructor.
- **Main Campus students (grades 2-5) riding bus over to Primary campus:** Extracurricular students are dismissed from their classroom over the announcements and directed to APS bus JAS PINK PIG bus for 2nd & 3rd grade or JAS BUS SILVER KOALA for 4th & 5th grade. They will be bussed to the Primary campus, met by JAS after care staff, and directed to the gym for attendance before transitioning to their class at 2:30 PM.
- **JAS After Care Students in grades 2-5:** Will continue to ride their same after care bus from Main to Primary even if they have an extracurricular class.

SNACK POLICY:

- **No Snacks before or during extras:** No snacks will be eaten during the Extracurricular Programs hour. We encourage parents of students not attending JAS aftercare that day to have a snack for their student during pick-up after extras.
- **JAS After Care Students:** Will have their snack after their extracurricular class has ended. If your student needs a snack, send a light, easy-to-eat snack if their school day classroom teacher allows it.

PICK UP PROCESS AT THE PRIMARY CAMPUS:

- **New Process (as of Fall 2024):** Parents or caregivers should park in a designated parking space then walk to the double doors to the left of the main entrance doors. Parents will line up behind the cone designated with their student's class for that day so the instructor knows which ID to check for their students. Students will be dismissed at the front of the Primary Campus building using the double doors to the left of the main entry doors. BRING ID. Instructors will check the pickup person's ID for the first few weeks of programming.
- **Extras Pick-Up Arrival Time:** Arrive no more than 10 minutes early for pickup. Dismissal times are staggered; most classes dismiss at 3:30 PM, a few at 3:45 PM. Check your student's schedule in their profile in your Parent Portal account to confirm class end time. BRING ID.
- **JAS After Care Students:** Will transition back into the JAS after care program when their extracurricular class ends and parents can pick up their student as usual. If you wish to pick up your full-time enrolled JAS after care student at the end of extras, email Ms. Natalie, JAS Director at natalie@myafterschoolprogram.com by 2:45 PM on the day the class meets.

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GENERAL INFORMATION:

- **Feedback:** Share any feedback (positive or negative) to help us improve and better serve the students at Jackson. Our mission is to provide safe, quality, fun, and engaging programming.
- **Contact Information:**
 - Beth Geurin, Extracurricular Programs Director (off-site): 770-605-5456, beth@myafterschoolprogram.com
 - **ON SITE CONTACT: Natalie Defoor, JAS Director (on-site):**
natalie@myafterschoolprogram.com
 - Kim Bishop, Jackson After School Owner (off-site): 404-433-6126, kim@myafterschoolprogram.com

IMPORTANT DATES:

- **Check students schedules** and class end times in your Parent Portal account, child profile, on www.myafterschoolprogram.com
- **Registration:** Closed online as of September 3. Any inquiries after that time, direct to beth@myafterschoolprogram.com
- **Refunds:** No refunds by MASP/JAS Extras after Friday, September 19 at 8 PM.

Course Name	Days	Times	Start Date	End Date
Golf with OT Sports	Mondays	2:15 PM 3:30 PM	09/08/2025	12/01/2025
Robotics Junior with Steam Powered Kids	Mondays	2:15 PM 3:30 PM	09/08/2025	12/01/2025
Robotics Senior with Steam Powered Kids	Mondays	2:15 PM 4:00 PM	09/08/2025	12/01/2025
Lego Stop Motion by Builder Bunch	Tuesdays	2:15 PM 3:45 PM	09/09/2025	12/02/2025
Soccer with OT Sports	Tuesdays	2:15 PM 3:30 PM	09/09/2025	12/02/2025
Drawing Elements with Spunky Arts	Tuesdays	2:15 PM 3:30 PM	09/09/2025	12/02/2025
Drama with Atlanta Children's Theatre	Wednesdays	2:15 PM 3:45 PM	09/10/2025	12/03/2025
Yoga with Grounded Kids	Wednesdays	2:15 PM 3:30 PM	09/10/2025	12/03/2025
Chess with Championship Chess	Wednesdays	2:15 PM 3:30 PM	09/10/2025	12/03/2025
Kids TV JR	Wednesdays	2:15 PM 3:30 PM	09/10/2025	12/03/2025
Arts & Facts with Vamos Chicos	Thursdays	2:15 PM 3:45 PM	09/11/2025	12/04/2025
Team Sports with All Star Athletics	Thursdays	2:15 PM 3:30 PM	09/11/2025	12/04/2025
STEM Velocity Lab	Fridays	2:15 PM 3:30 PM	09/12/2025	12/05/2025
Tennis Principals with All Star Athletics	Fridays	2:15 PM 3:30 PM	09/12/2025	12/05/2025
TEST ALL	Friday	2:15 PM 3:15 PM	09/12/2025	09/12/2025
STE(A)M CRAFT with STEM Velocity	Fridays	2:15 PM 3:45 PM	09/12/2025	12/05/2025

IF YOU HAVE ANY QUESTIONS, PLEASE EMAIL BETH@MYAFTERSCHOOLPROGRAM.COM