

Fall 2024 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 (4 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 ON NORTHSIDE DRIVE THIS YEAR. THIS IS WHERE YOU WILL PICK UP YOUR CHILD- details below on the pick-up process.**

BEFORE CLASSES BEGIN: Parents, you should 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, available in your parent portal account.
- **All classes take place at the Jackson PRIMARY campus and students can only be picked up at the end of their class from the Jackson PRIMARY campus** by a parent or caregiver listed in your Parent Portal account, child profile, as a parent or emergency contact. IF enrolled in JAS, they will release from their extracurricular back to JAS at class end time.
- **PARENT RESPONSIBILITY: For both campuses-This is a 2 step process. First, parents must send ONE email notification to the child's classroom teacher THE FIRST DAY OF EACH extracurricular class letting the classroom teacher and front office know via email the child's change in dismissal procedure for that day for the duration of the session (include dates from your parent portal account) AND SECOND- PARENT SHOULD ALSO CALL JACKSON ELEMENTARY MAIN, MS. ERICA VARNUM at 404-802-8800 (BEFORE 1:00!!!! THE FIRST DAY CLASS MEETS) notifying her of the child's schedule change as well.**
IF the 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 and tell the child: APS bus for 2nd & 3rd grades: JAS PINK for 4th and 5th grades: JAS SILVER**
- 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, a child has a doctor's appointment or other reason to miss class,

Fall 2024 Parent Welcome Letter Jackson After School Extracurriculars

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.**

SCHOOL DAY DISMISSAL TO EXTRAS LOGISTICS:

- Start time for first hour classes will show 2:15 in the MASP portal. Actual class start time is 2:30. The first 15 minutes allow for instructors to check in students and for Main campus students to transition over on bus.
- Primary campus students at 2:15 will transition from their school day via end of school announcements being directed to their instructors in the gym. At 2:30, after attendance, they will transition to their class with their instructor.
- Students at the Main campus that are extracurricular students only- ALL JAS EXTRACURRICULAR STUDENTS- are dismissed from their classroom over the announcements and then are assisted/directed to APS bus JAS PINK for 2nd and 3^d grade and JAS BUS SILVER for 4th and 5th grade . 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 join their instructor for attendance then to their class space at 2:30.
- **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.**
- 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 school day classroom teacher will allow them to have a snack at the end of their school day before end of school dismissal. 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.
- All JAS Full time students will transition back into JAS each day they have an extras class. Jas aftercare parents will pick up their student following procedures for JAS aftercare students.

ABSENCE NOTIFICATION PROCESS:

- **IF YOUR CHILD WILL BE ABSENT FROM THEIR EXTRAS CLASS:** Parents, please let us know by 1:30 on the day they have a class that your child will be absent from their extras

Fall 2024 Parent Welcome Letter Jackson After School Extracurriculars

class. Elementary school classroom teachers do not relay your child's school day absences or early pickup to us. **TO REPORT AN ABSENCE THE DAY A CLASS MEETS: text 678-347-6866 (on site) JAS after care/ Natalie, with any absence information. You can also email the same absence information to natalie@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.

PICK UP PROCESS AT THE PRIMARY CAMPUS:

- **NEW PROCESS:** Parents or caregivers of students (having student not enrolled in JAS after care) should park in a designated parking space and 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 YOUR ID. INSTRUCTORS WILL NOT RELEASE STUDENTS WITHOUT KNOWING YOU, AND SHOULD BE CHECKING PICKUP PERSON'S ID FOR THE FIRST FEW WEEKS OF PROGRAMMING.**
- Please arrive no more than 10 minutes early for pickup. Dismissal times are staggered- most classes dismiss at 3:30, few at 3:45. Check your child's schedule in their profile in your Parent Portal account to confirm class end time. General schedule is at the bottom of this letter.
- **JAS Full-Time after care students and JAS Drop-In students attending on the day they have an extras 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 at the end of class instead via extras dismissal, please let Natalie Defoor know by emailing natalie@myafterschoolprogram.com by 2:45 the day the class meets.
- 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 Director (off-site) 770-605-5456 beth@myafterschoolprogram.com

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

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

Fall 2024 Parent Welcome Letter Jackson After School Extracurriculars

Registration is closed.

NO REFUNDS after FRIDAY, SEPTEMBER 20 at 8 PM!!! AFTER THAT TIME, MASP will begin to process invoices for the class providers.

GENERAL COURSE SCHEDULE:

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

Course Name	Days	Times	Start Date	End Date
Golf with OT Sports	Mondays	2:15 PM 3:30 PM	09/09/2024	12/09/2024
Robotics Junior with Steam Powered Kids	Mondays	2:15 PM 3:30 PM	09/09/2024	12/09/2024
Robotics Senior with Steam Powered Kids	Mondays	2:15 PM 3:30 PM	09/09/2024	12/09/2024
Drawing Elements with Spunky Arts	Tuesdays	2:15 PM 3:30 PM	09/10/2024	12/10/2024
Graphic Novel & Comics Creation with Spunky Arts	Tuesdays	2:15 PM 3:30 PM	09/10/2024	12/10/2024
Soccer with OT Sports	Tuesdays	2:15 PM 3:30 PM	09/10/2024	12/10/2024
Drama with Atlanta Children's Theatre	Wednesdays	2:15 PM 3:45 PM	09/11/2024	12/11/2024
Yoga with Grounded Kids	Wednesdays	2:15 PM 3:30 PM	09/11/2024	12/11/2024
Art & Facts Around the World with Vamos Chicos	Thursdays	2:15 PM 3:45 PM	09/12/2024	12/12/2024
Master Builders with Bricks 4 Kidz	Thursdays	2:15 PM 3:45 PM	09/12/2024	12/12/2024
STEM Velocity Lab	Fridays	2:15 PM 3:30 PM	09/13/2024	12/13/2024
Tennis Principals with All Star Athletics	Fridays	2:15 PM 3:30 PM	09/13/2024	12/13/2024

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

Questions? Email beth@myafterschoolprogram.com