

JAS EXTRAS PARENT WELCOME LETTER WINTER SPRING 2026- PLEASE READ ALL!

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, 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.

OFTEN ASKED, ANSWERED HERE:

- **What are the dates and times of my student's classes?** Mark your family calendar with all start and end dates and times. This is available in your parent portal account, student profile. There is a general schedule for all classes on the last page of this letter. **CHECK CLASS END TIMES. DISMISSAL IS STAGGERED TO MAKE PROCESS GO MORE SMOOTHLY.**
- **What about 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.
- **Where do we pick up?** 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, as a parent or emergency contact in your parent portal account IN EACH STUDENT PROFILE to show on our dismissal app. Emergency contacts= approved pickup persons.
- **What if my student is enrolled in JAS aftercare Full-Time or Drop-In?** If your student is enrolled in JAS full time, they will be released from their extracurricular back to JAS at class end time. If you would like your drop-in JAS student to attend JAS aftercare after their extras class, please let natalie@myafterschoolprogram.com know by noon that day.

PARENT RESPONSIBILITIES BEFORE YOUR STUDENT'S FIRST CLASS MEETS:

- **End of School Day DISMISSAL CHANGE 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 prior to , but no later than noon, 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 BUSING FROM MAIN TO PRIMARY CAMPUS:

Bus Number: Include the bus number in the note and inform the student the below details for what bus they will ride to Primary Campus:

APS bus for 2nd & 3rd grades: JAS TEAL PARROT

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. These calls take time on busy afternoons. Please notify us in advance.
- **MASP/JAS Extras does not have access to the school's attendance system, your student's absence information or early check-outs for any given day.** PLEASE NOTIFY US DIRECTLY as noted above..

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 at 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) ride bus over to Primary campus:** Extracurricular students are dismissed from their classroom over the announcements and directed to APS bus JAS TEAL PARROT 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 at pick-up time after extras.
- **JAS After Care Students:** Will have their snack after their extracurricular class has ended. If your JAS aftercare student needs a snack before that time to have before end of school dismissal, send a light, easy-to-eat snack *if their school day classroom teacher allows it.*

PICK UP PROCESS AT THE PRIMARY CAMPUS:

- **HOW TO PICK UP AFTER EXTRAS:** BRING ID. Instructors do not yet know the parents of the students. 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 whose 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 OR anytime someone new picks up a student. Pick Up persons must be listed as a parent or emergency contact in THE STUDENT Profile in your parent portal account on www.myafterschoolprogram.com .

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- **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 FULL TIME 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.
- **JAS After Care DROP IN Students:** If you would like your student to attend JAS aftercare AFTER their extras class (i.e. you will not pick them up at the extras class end time), let Natalie JAS Director know at natalie@myafterschoolprogram.com by 2:45 PM on the day the class meets that they will transition from extras to aftercare that day.

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 678-347-6866
 - 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, student profile, on www.myafterschoolprogram.com
- **Registration:** Closed online as of January 21 AT 7PM. Any inquiries after that time, direct to beth@myafterschoolprogram.com
- **No registrations will be considered after Friday, February 6 at 8PM.**
- **Refunds:** No refunds by MASP/JAS Extras after Friday, FEBRUARY 6 at 8 PM.

Course Name	Days	Start Date	End Date	Times
Golf with OT Sports	Mondays	01/26/2026	04/27/2026	2:15 PM 3:30 PM
Robotics Senior with Steam Powered Kids	Mondays	01/26/2026	04/27/2026	2:15 PM 3:30 PM
Magical Clay with Vamos Chicos	Mondays	01/26/2026	04/27/2026	2:15 PM 3:45 PM
3D LEGO® Sculpture with Builder Bunch	Tuesdays	01/27/2026	04/28/2026	2:15 PM 3:45 PM
Soccer with OT Sports	Tuesdays	01/27/2026	04/28/2026	2:15 PM 3:30 PM
Drawing Elements with Spunky Arts	Tuesdays	01/27/2026	04/28/2026	2:15 PM 3:30 PM
Drama with Atlanta Children's Theatre	Wednesdays	01/28/2026	04/29/2026	2:15 PM 3:45 PM
Yoga with Grounded Kids	Wednesdays	01/28/2026	04/29/2026	2:15 PM 3:30 PM
Chess with Championship Chess	Wednesdays	01/28/2026	04/29/2026	2:15 PM 3:30 PM
Arts & Facts with Vamos Chicos	Thursdays	01/29/2026	04/30/2026	2:15 PM 3:45 PM
Team Sports with All Star Athletics	Thursdays	01/29/2026	04/30/2026	2:15 PM 3:30 PM
STEM Velocity Lab	Fridays	01/30/2026	05/01/2026	2:15 PM 3:30 PM
Tennis Principals with All Star Athletics	Fridays	01/30/2026	05/01/2026	2:15 PM 3:30 PM

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