



## New Parent Frequently Asked Questions

Welcome to Warren T. Jackson Elementary School! Many new parents questions are addressed below. If you have any additional questions, please reach out to Liz Giardino at [liz.giardino@gmail.com](mailto:liz.giardino@gmail.com).

### School Hours and Contact Information

Warren T. Jackson Elementary school hours are 8:00 AM - 2:30 PM.

(Students may arrive at school beginning at 7:30 AM)

Primary Campus (Pre-K - 1st Grade) Phone: 404-802-8810  
Main Campus (2nd - 5th Grade) Phone: 404-802-8800

Visit [www.wtjackson.org](http://www.wtjackson.org) for important school information, including the school calendar, news and events, important forms, bus information, and many other useful links.

WTJ's Facebook Page:  
<https://www.facebook.com/wtjackson.org?fref=ts>

Principal McBride's Facebook Page:  
<https://www.facebook.com/profile.php?id=100012667689696>

### Communication

To ensure that you receive all important school-wide communication, you need to update your contact information in two separate databases: (1) Atlanta Public Schools (APS)/WTJ Elementary Infinite Campus and (2) WTJ PTA's MySchoolAnywhere database.

For APS/WTJ, if your information has changed since registration, please contact the front desk to learn how to update your information in the APS system (Infinite Campus).

For PTA communications, including weekly school newsletters, school event information, and urgent e-blasts, we use the MySchoolAnywhere (MSA) database. Go to [join.myschoolanywhere.com](http://join.myschoolanywhere.com) and enter the invitation code **jaguar** to create a new profile. Please contact MSA database chair Emily Fournier ([emilywfournier@gmail.com](mailto:emilywfournier@gmail.com)) with any questions or concerns.

## **School Directory / PTA**

Contact information from MySchoolAnywhere will be printed in a school directory and distributed in October to families who join the PTA by donating to the Annual Fund. An online directory is also available to PTA members on MSA. Please note that there is also an MSA app to access the directory on your phone.

When you give to the Annual Fund, you are joining the PTA. Every gift to the Annual Fund has an immediate impact on the student experience and provides enrichment opportunities that would otherwise not be possible without participation by everyone. You may donate by check to Warren T. Jackson PTA via your child's backpack OR online by going to our Annual Fund Page: <http://wtjackson.org/supporting-jackson/annual-fund/> or by visiting the MSA school store.

## **Room Parents**

You will have a chance to sign up to be a room parent at the beginning of the year. See information regarding becoming a room parent in the Celebration of Learning folder. There are generally two room parents who will work with the teachers and families on classroom-specific needs, important dates, and events.

Specifics will vary according to the classroom teacher, but you can expect to hear more from your classroom's room parents on the following:

- Celebrating teacher birthdays
- Planning for holiday/end-of-year teacher gifts
- Class list/class directory
- Class party information and sign ups
- Helping hands, parent reader, and other classroom-specific needs

## **Security**

Security is a top priority at WTJ. All entry doors are locked at all times. Visitors must gain access by ringing the front door bell. Every person must check in through the computer system in the front office to get an ID badge. ID badges must be worn by all visitors throughout their time at WTJ. Staff also wear their ID badges throughout each

school day. APS has its own police force that is at the school daily. In addition, officers from the Atlanta Police Department visit regularly. All staff and students practice safety drills monthly.

### **Visiting the School**

If you are visiting the school, you must sign in with your photo ID through the computer system in the front office and obtain a visit ID badge (as described above) to wear throughout your stay. Please sign out via the same computer system when leaving.

If you are bringing your child in late to school or picking him/her up early, you need to sign him/her in or out at the front desk computer system by the main office.

### **Lost & Found**

Each WTJ campus has a lost and found rack (located in the stairwell near the cafeteria) where unclaimed articles are stored. The lost and found is cleaned out twice a year and clothes are donated to a shelter.

### **Transportation and Buses**

For more information on WTJ carpool and bus route information, please visit the following link: <http://wtjackson.org/for-parents/transportation>

At the start of the school year, you will be asked to complete a Transportation Plan Form outlining what your child's standard method of transportation home from school will be each day. Please submit this form to your child's teacher.

If you need to make a change in transportation on any given day, it must be sent to the teacher in writing. The child's name, teacher's name, contact phone number and change of plans must be included. You may include a note in your child's backpack directly for the teacher, or you can make a change by phoning either campus by no later than 1:30 PM, except in the case of an extreme emergency.

### **Lunch**

The classroom teacher will provide you with your child's lunch schedule.

Each student has a personal lunch account ID number. The teacher will give this to you in the first week or two of school. Prior to receiving your number, please send cash if your child would like to buy school lunch. If you do not receive a number (or forget it), please reach out to the front office.

You can deposit money into your child's lunch account (preferred), or pay for lunches with cash. Kindergarten and 1<sup>st</sup> grade students have a card in the lunch room with their account number and do not need to have their lunch account number memorized.

Parents are allowed to eat lunch with their child at the designated parent/child table in the cafeteria. Please do not bring food from an outside restaurant (Chick-fil-A, Willy's, etc.). Sign in at the front office, and meet your child in the cafeteria.

Kindergarten parents, please let your child settle into their new routine for the first few weeks and then you are welcome to join them for lunch anytime. It is also helpful, but not necessary, to let the teacher know that you will be coming for lunch that day.

The Lunch menu can be found on the Jackson website:  
<http://www.atlantapublicschoolsnutrition.us/index.php?page=menus&sid=0707092223267041>.

If your child forgets his or her lunch, and the lunch account no longer has money in it, the child will be given a lunch and later an invoice will be sent to parents.

For those with Dietary Restrictions, please fill out a form for your child so the cafeteria and school staff will be aware of your child's needs. The "APS Diet Rx Form" can be found at this link: <http://wtjackson.org/registration/back-to-school-forms/>

### **Snack**

*For kindergarten only:* If your classroom does a group snack, you will provide a healthy snack each day of the week on a rotating basis. Room parents or the kindergarten teacher will coordinate this schedule.

For all other grades, students bring their own personal healthy snack. Snack time is at the teacher's discretion.

### **Field Trips**

Teachers provide field trip information (permission slip forms, dates, etc.). For each field trip, you will be made aware if chaperones or a sack lunch are needed. You will have the option of sending a lunch from home or ordering one from the cafeteria to send on the field trip. Payment for field trips should be made at the School Store on MSA.

### **Specials**

Your classroom teacher will provide you with the specials schedule. Specials include:

- Art: Cynthia Agee / Anne Dodys
- Chorus/Music: Zachary White / Elisabeth Bryant
- Physical Education: Ralph Berry / Kelly Browning
- French: Stephanie Cira / Patricia Herndon
- Media Center: Teresa Webb / Kelly Maguire

- STEAM: Laura Dostie

## **Library**

K – 2 students visit the library once a week for 30 minutes and check out one or two books a week. Please remember to return the books on library day; however, students can also return books before their assigned library day.

2-5 students may visit the library before school or when allowed by the teacher.

Parents are also able to check out books with less limits and restrictions. The librarians love library volunteers! Keep your eye out for the sign up in the Jaguar Weekly or sign up on MSA.

## **Health & Wellness**

If you have a sick child, please call the front office to let them know. It is also helpful to email your child's teacher. If a child is absent for more than three days, please send in a written excuse to the teacher when he/she returns to school.