



NEW PARENT - Frequently Asked Questions

Welcome to Warren T. Jackson Elementary School. Here is a jumpstart to some frequently asked questions. If you don't find what you are looking for, please contact Kristen Willimon (kwillimon@yahoo.com), to help get your questions answered.

Communications

Most information can be found on the school website www.wtjackson.org. The website hosts the school calendar, important forms and updated information about the school.

The PTA and administration distribute regular electronic communications three ways:

1. *The Jaguar Pause* is a monthly newsletter sent the first Sunday of the month.
2. *'This Week at Jackson'* is a weekly list of school wide events, and a brief run-down of information for the week sent on the remaining Sundays of the month.
3. E-blasts are school-wide information sent on an 'as-needed' basis.

If you are not receiving these communications, or if your email address changes during the year, please contact Carole Hord (chord@swflip.com) to update your contact information in Jackson's database. Once you have the password for the website, you can change your information in the online directory (<http://wtjackson.org/our-team/family-directory/>). You can get the password from your room parent, or your child's teacher.

WTJ also hosts a Facebook page: <https://www.facebook.com/wtjackson.org?fref=ts>.

Specific classroom information will come throughout the year from your teacher or room parent.

Room Parents

You will have a chance to sign up to be a room parent at the beginning of the year. There are generally two to three parents who will work with the teachers and families for classroom specific needs, dates and events. Forms are in the Celebration of Learning folder. Room parents are then chosen and asked to attend a morning meeting the second week of school.

In the first two weeks of school, room parents meet with their teacher to get things organized for the year. Specifics will vary according to the classroom teacher, but you can expect to hear the following once school gets started:

- Celebrating teacher birthdays
- Planning for holiday/end of year teacher gifts
- Class list/class directory
- Class party information & sign ups (if you didn't have the opportunity to sign up at Celebration of Learning)
- Sign up for helping hands, snack (if kindergarten), parent reader, and other classroom specific needs

Visiting the school

Whenever coming to the school for any reason (visiting classrooms or eating with your child in the cafeteria, etc.), you must sign in and pick up a visitor pass to wear throughout your stay. We ask you to always sign in at the office if you will be on our campus, and sign out when you leave.

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

Lost & Found

Many items and articles of clothing are left on the busses, playground, and in the cafeteria or halls. If there is a name somewhere on the item, there is a better chance for it to be returned. If not, we have a lost and found box where unclaimed articles are stored. The lost and found is cleaned out twice a year and clothes are donated to a shelter. When you visit the building, please check this area in the stairwell by the cafeteria. There are some wonderful items that go unclaimed by the students.

Buses

A link to bus route numbers and times are on the Jackson website: <http://wt-jackson.org/for-parents/transportation>. The bus is a great alternative to sitting in the long afternoon carpool lines, and will often have your child home quicker than carpool!

You can also sign up for 'status me' updates to receive any alerts regarding your bus—see above link.

Should you have any questions or concerns regarding Jackson bus procedures, please contact the APS Supervisor: Sheral Mizell (404) 802-5511.

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. During this time please send cash if your child would like to buy school lunch. If you do not receive a number (or forget it), check in the front office.

You can deposit money into the lunch account (preferred), or pay for lunches with cash. K/1 students have a card in the lunch room with their account number. They 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 restau-

rant (Chick-fil-A, Willy's). 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.atlanta-publicschoolsnutrition.us/index.php?page=menus&sid=0707092223267041>.

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

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.

All other grades bring their own personal healthy snack, and snack time is at the teacher's discretion.

Field Trips

Teachers provide field trip information (permission slip forms, dates, collect checks). 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.

Specials

Your classroom teacher will provide you with the specials schedule, that will include:

- Art: Patricia Herndon / Ann Dodys
- Chorus / Music: Susan Kelly / Zachary White

- P.E.: Ralph Berry / Kelly Browning
- French: Stephanie Cira / Mallory Perdue / Patricia Herndon
- Media Center: Teresa Webb / Kelly Maguire

Click [HERE](#) to link to their contact information.

Library

In Kindergarten, students visit the library once a week for 30 minutes, and they are able to 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, and often teachers allow small numbers of students to go to the library to check out and return books. Parents are also able to check out books with less limits and restrictions.

Directories

School directories are distributed in late October/early November to PTA members. There is also an online directory; however, you have to join the PTA to gain access.

Miscellaneous

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 more than three days, a written excuse is needed.