

# SPRINGDALE PARK ELEMENTARY

## AFTER SCHOOL CLUBS FAQ

### TRANSITION TIME

1. How do students enrolled in Clubs get from classroom to Club room?
  - Instructors meet students in designated areas.
2. What will the students do from the 2:30 p.m. dismissal until the 2:45 p.m. start time?
  - Students are with instructors.
3. Who supervises and is responsible for the students during that time?
  - Club Instructor pick up students at 2:30 p.m.
4. Should students bring a snack for that time frame (2:30 p.m. – 2:45 p.m.)?
  - They may. Parents should check the description of the club for more information.
5. If a child misses school, how would the vendor know not to expect the child?
  - Club Vendor/Sponsor have instructions for parents to notify them of absentees.
  - Instructors may check with Ms. Walker for any students not accounted for.

### DISMISSAL

6. What time is the actual dismissal?
  - Dismissal time varies, based on the club. Check the club's calendar <http://afterschoolclasse.com/clubs/spark-club-calendar>
7. What is the protocol for parents at pick up?
  - Parents wait at the cafeteria door for the instructors to bring students.
  - Parents must initial on the sign out sheet before leaving with their child.
8. Should parents enter the building to pick up children?
  - Parents should not enter the building. They should wait at the cafeteria door for the club instructor to bring the students.
  - On rainy days, parents should wait in the back of the cafeteria until children are dismissed.
9. Should parents all line up at Carpool?
  - No, parents should park in the SPARK parking lot so that they may sign out their children.
10. Do certain clubs congregate in certain locations for parents to park and pick up?
  - Each club has a different location for activities, but all clubs deliver children to the cafeteria for signing out.
11. To whom should parents speak to if they have questions about Clubs?
  - Earnestine Shuemade is the Clubs on-site contact.
  - Email: [earnestine@afterschoolclasse.com](mailto:earnestine@afterschoolclasse.com)
  - Phone: 770-964-4487
  - Will that person be accessible from the start until the end of Clubs daily? Yes.

### WEBSITE: [www.afterschoolclasse.com](http://www.afterschoolclasse.com)

- Click on Clubs (green) tab. It contains information on club update, calendar, vendors, times, fees and club vendor contact information.
- Office/Clubs Manager: Earnestine Shuemade, E-mail: [earnestine@afterschoolclasse.com](mailto:earnestine@afterschoolclasse.com), or Phone: 770 964-4487