

PARENT ORIENTATION

XANADU PARENTS, THIS EMAIL CONTAINS SEVERAL THINGS FOR YOU TO READ, WATCH, DO!

1. READ THIS ENTIRE HANDBOOK AS IT OUTLINES OUR EXPECTATIONS AND ANSWERS MANY OF THE QUESTIONS ASKED DURING THE LIVE PARENT ORIENTATION.
2. WATCH THE VIDEO USING THE LINK BELOW. IT EXPLAINS HOW YOU'LL INTERACT WITH OUR CAMPUS AND PROGRAM.
3. MAKE SURE YOU HAVE INSTALLED THE PIKMYKID APP.
4. BE REMINDED OF YOUR STUDENTS COURSES. THEY NEED TO KNOW WHAT THEY'RE LOOKING FOR ON MONDAY.

XANADU 2022 PARENT & PARTICIPANT HANDBOOK

PARENT ORIENTATION

Please read this entire email, which serves as our parent handbook, prior to proceeding to the parent video orientation (link below). Also, share these guidelines with your participant and any stakeholders who might engage with us on your behalf!

People to Know

Ms. JeRita Humphrey, Xanadu 1-5 Site Administrator
Ms. Tiffany Proctor, Xanadu 1-5 Assistant Site Administrator
Dr. Cadence Spearman, Xanadu 6-12 Site Administrator
Ms. Ashley Stirgus, Xanadu 6-12 Assistant Site Administrator

Dates to Remember

Monday, June 6, 2022 – Session I begins

- Friday, June 17, 2022 – End of Session I

Tuesday, June 21, 2022 – Session II begins – New academic classes only

Monday, June 20, 2022, Xanadu closed for Juneteenth National Independence Day observance

Thursday, June 30, 2022 – Xanadu Last Day

XANADU 2022 PARENT & PARTICIPANT EXPECTATIONS

1. WELCOME • The staff welcomes each camper and parent to Xanadu 2022: Xanadu Game On. If participants or parents have questions, concerns, compliments, or any special circumstance, please call the Xanadu office. 404-802-6605 (Elementary) 404-802-6601 (Middle/High).
2. HOURS • 9:00 am – 3:00 pm Program hours
 - 7:00 am – 8:29 am Early Care
 - 8:30 am – 9:00 am Breakfast served. Students may begin entering the building 8:30 am to be in place for classes to begin at 9 am
 - 8:30 am – 9:00 am Arrival (students report directly to their morning classroom)
 - 10:30 am -12 noon Lunch window
 - 3:00 pm – 3:15 pm Dismissal. Students remaining after 3:15 pm will be turned over to aftercare and will be expected to pay the drop-in rate.

3. BEFORE CARE • Before care is available daily from 7:00 am-8:29 am for a fee of \$5.00/day(cash only). Campers arriving as early as 7:00 am must pay the early care fee. Parents **must walk campers into the building at the back entrance**. Xanadu staff will be in place to receive campers.
4. PARKING • There is limited parking on campus. You may park in any available space or on the street. Please do not park on the curbs during afternoon dismissal. Never park in the painted red fire lane across the front of the building.
5. ATTENDANCE • Campers are expected to attend Xanadu each day. Excessive tardiness and absenteeism impacts what we hope to offer campers in the way of academic programming. Please contact our office at Xanadu_gifted@atlanta.k12.ga.us if your child will be late, absent, on vacation, or have other special circumstances.
6. WHEN TARDY • Campers arriving after 9:00 am should check in at the Xanadu office located in the back of the building prior to going to class.
7. AFTER CARE • Xanadu after care is sponsored by Preferred School Care. FEES ARE \$65.00 PER WEEK OR \$20.00 PER DAY FOR DROP-INS. We have automatically registered all students with PSC. Students who are not picked up by 3:15 p.m. will automatically be turned over to Preferred School Care and parents are expected to pay them for services provided.
8. MEALS • All students may eat breakfast and lunch daily at no cost. Breakfast beginning at 8:30 am. Lunch rotations will begin at 10:30 am. Students may also choose to bring a lunch/snacks from home. Please note: Microwaves are not available
9. MEDICAL/CLINIC • The dispensing of medication requires a current prescription and medicines that are not expired. If a student requires that our nurse administers medication, submit the necessary doctor signed forms from the [APS Student Health Forms Packet](#).
10. PIKMYKID • Make sure you and all those who will assist you in transporting your child have downloaded the app and have become familiar with its functionality.
 - [Parent App Registration Video](#)
 - [Parent App Training-Video](#)
 - [Parent App User Guide](#)
 - [Quick Guide for Delegates](#)
11. DISMISSAL • We will begin dismissal at 3:00 pm. Early pick-ups must take place prior to 2:00 pm. The carpool process is clearly illustrated in the orientation video. Remain off of the phone and be attentive during carpool with the exception of interacting with the PIKMYKID app. Student's safety is our number one priority!
12. LATE PICK UP • The Xanadu day ends at 3:00 pm each day. Campers who are not picked up by 3:15 pm will be placed in after care and charged a \$20.00 drop-in fee. There are no exceptions.
13. SAFETY FIRST • Our number one priority is the safety of all campers and adults who are on campus this summer. Please know every precaution will be taken to ensure our campers and staff remain safe.
14. OUTDOOR ACTIVITIES • Xanadu is an instructional program designed to engage campers in hands-on activities. In accordance with Atlanta Public School Board Policy, teachers and campers will not be allowed to engage in outdoor activities if the heat index is deemed unsafe. Whenever possible, outdoor classrooms and recreational areas will be utilized. We ask that your camper bring a WATER BOTTLE DAILY! Please place your child's first and last name on the water bottle.
15. FIELD TRIPS • Teachers will keep you informed of any field experiences that might require a specific action on your part.

16. BEHAVIOR • WE HAVE HIGH EXPECTATIONS FOR STUDENT BEHAVIOR AT XANADU. Disruptive behavior will not be tolerated. Parents will be contacted if a student is referred to program administrators for behavior issues. If disruptive behavior continues and a second disciplinary contact is necessitated, campers will be dismissed from the XANADU Program. Dismissal does not necessitate a refund.

WE HAVE ZERO TOLERANCE FOR FIGHTING AT XANADU. Campers determined to be the instigator of *any and all aggressive behavior will be dismissed from the program.*

17. Bring Your Own Device • students should bring their own laptops, iPad, and smart phones for use in the instructional setting. Atlanta Public Schools nor Xanadu accepts responsibility for any loss, stolen, or damaged devices. Access the [BYOD policy and consent form](#) prior to day 1.
18. FIELD CHAIR & WATER BOTTLE • Lawn/park chairs are not required. Students, teachers, or classes will decide if they would like to bring them for their outdoor activities. Water bottles are strongly encouraged. Students' names should be written on all personal items.
19. MASK/FACE SHIELDS • Effective March 1, 2022, Atlanta Public Schools (APS) moved to a Mask Optional protocol for all faculty, staff, students, and visitors in all APS buildings. Xanadu adheres to the Covid guidelines established by Atlanta Public Schools. APS Covid updates and alerts can be found at <https://www.atlantapublicschools.us/Page/66330>. Covid surveillance testing consent form can be accessed [here](#). Surveillance testing is optional and will take place on campus on Mondays and Thursdays each week.
20. DRESS CODE • Articles of clothing which display inappropriate slogans or are in any other way distracting, are prohibited. Excessively tight clothing, items of clothing which expose bare midriffs, bare chests, undergarments, or that are transparent (see-through) are prohibited. Please be advised that spaghetti straps, shirts which expose a bare back, halter tops, tube tops, and short-shorts are prohibited. Students are expected to actively participate in all activities. Students who are enrolled in athletic activities should bring and/or wear appropriate clothing and shoes to (Dance, Tennis, Yoga, Sports, etc.)

Follow this link to the 2022 Parent Orientation Video

- [ORIENTATION VIDEO](#)-Share this video link and the parent handbook with family and friends who will assist you with your camper this summer. This video orientation serves as the parent orientation along with this handbook.
- T-shirts will be sent home with campers as soon as possible.
- [Covid Surveillance Testing Consent Form](#)
- We will have staff in place to direct your children on Monday. But, it will help if they have some idea of where they are going. Please log into the Xanadu portal at <https://apxanadu.org> and click View Enrollments. Scroll down until you see your child's schedule.

Questions? Email Xanadu_gifted@apsk12.org