



**Ellen Glasgow Middle School**  
4101 Fairfax Parkway  
Alexandria, VA 22312

**Fairfax County Public Schools**

Greetings,

My name is Robert Moore, and I am the After School Programs Coordinator here at Glasgow Middle School. The purpose of this letter is to prepare you and your child for participation in the **ACCESS Glasgow After-School Program** for the 09'-10' school year. We understand that this is a period of adjustment and transition for many and so we want to do all that we can to make this a stress-free process. Although we run a large and extensive program it is a highly organized initiative that demands very little of our students to actively attend and participate.

Utilizing a combination of administrative, instructional and support staffs we guide students through every aspect of the ACCESS program including academic support, social, sport and recreational and prevention based activities. Our program is designed to provide daily beyond the bell opportunities for as many of our students as we are capable of safely and productively supporting. As a result daily after school participation is not guaranteed for any student. With this information in mind, we ask that you begin a regular pattern of communication about after school with your child.

We encourage you to discuss a plan of action for after school prior to coming to school everyday. Effective communication will help to ensure that you are prepared for unforeseen circumstances including inclement weather related cancellations, family emergencies, or changes in transportation.

The ACCESS system has been designed to maintain a favorable staff-to-student ratio for supervision purposes and to maintain the quality delivery of programming. Although we support a large percentage of our students each afternoon there are days when the ACCESS program may be unavailable to your child. With that being said, we will provide every opportunity for students to communicate with parents and/or guardians regarding after school participation during regular school hours, but there should always have a plan of action in place in case your child has to come home.

The ACCESS program is scheduled to begin September 21, 2009 with the start of late buses. Prior to that time, please assist your child with the review, completion and return of the **ACCESS Registration Form** and review the **Late Bus Schedule** to make certain that your child is familiar with their bus number and stop. Please understand that the Late Bus stops will differ greatly in some cases from your child's regular stop as 28 regular dismissal buses are condensed to 10 for late runs. Also, for your convenience a listing of potential activities, clubs, and organizations has been included on the back of this form.

Please feel free to contact me at your convenience if you have any additional questions or concerns. Also, volunteer opportunities are available through the ACCESS Program, and we are always looking for new activity and club ideas. If you have any additional time, talents, or contributions you would like to share with our students, please feel free to contact me as well. I look forward to a wonderful year and to working with you and your student(s).

Regards,

**Robert Moore**  
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