

Parent Welcome Letter

Mary Lin Elementary Extras/LEED Programs

Welcome to Mary Lin Elementary Extracurricular Programs! We are excited for this session to begin and are ready to have some fun! Please read this email entirely (4 pages) for important details about how students will transition throughout the afternoon and details for pickup when class is over.

BEFORE CLASSES BEGIN: Parents, confirm your student's schedule! Login to the Parent Portal on www.myafterschoolprogram.com using your username and password to view your student's schedule. Do not send your child to a class they are waitlisted for in the portal or not registered for. **For programs specifics, concerns, etc. reach out to the instructor shown at the bottom of this letter.**

IF CHILD SCHEDULE SHOWS "WAITLISTED" IN PARENT PORTAL ON WWW.MYAFTERSCHOOLPROGRAM.COM , THE STUDENT IS NOT ENROLLED IN THE CLASS. THERE ARE NO SPACES AVAILABLE. DO NOT SEND YOUR CHILD TO THE CLASS.

PLEASE SHARE THESE PROGRAM DETAILS, EXPECTATIONS, and PROCEDURES BELOW WITH YOUR STUDENT TO HELP PREPARE THEM FOR NEXT WEEK.

***ALL LEEP/EXTRACURRICULAR PROGRAMS WITH REGISTRATIONS THROUGH www.myafterschoolprogram.com take place ON THE MARY LIN CAMPUS.**

MAKE SURE YOUR CHILD KNOWS THIS IMPORTANT INFORMATION. THEY WILL NOT BOARD A BUS TO ANOTHER LOCATION FOR A CLASS SHOWING THROUGH MY AFTER SCHOOL PROGRAM PARENT PORTAL.

PARENT ACTION ITEMS:

- Please mark your family calendar with all start and end dates and times.
- **TRANSPORTATION CHANGE/NOTES TO TEACHERS: PARENTS the first day of your student's extracurricular class, the parent MUST send a note to the classroom teacher/front office notifying them of the student's school day dismissal for that class day. This notification will serve as the transportation change for that day of the week for until the last day of the LEEP/Extras class. Parent should include the dates for the class which can be found on the last page of this letter or your child's Parent Portal schedule. IF this is not done, the student will be sent home via their usual mode of transportation for that day.**
- **ADDITIONALLY, If your child attends iKids aftercare on site, please make sure that a notification is sent to the iKids afterschool program letting them know which days your child should be transitioned to an extracurricular/LEED class at 2:45 dismissal for a first hour class and at 4:05 for any second hour class.**
- Start time for first hour classes will show 2:45 on the schedule. Please note that from 2:45-3:00 students are dismissed from the MLIN school day and in transition from their school day to their instructors in the GYM. Please remind them to report to the gym directly at dismissal on the days they have a class.
- IF your child will be absent from an extracurricular class, they should email **NEW EMAIL FOR ABSENCE NOTIFICATIONS!!** : mlinextras@myafterschoolprogram.com

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- If an instructor reports an absence to Ms. Mason the LEEP/ Extracurricular Program monitor, parents of students absent and unaccounted for on their class day will be called before the start of the class day.
- Instructors and students will transition to their class space at 3:00 after attendance has been taken. LEEP/Extracurricular program students are released directly to extracurriculars check-in in the GYM at the end of their school day.
- Snacks will not be eaten during the LEEP/ extracurricular program afternoon.
- All student class schedules can be found on the child schedule on www.myafterschoolprogram.com parent portal take place at the Mary Lin Elementary campus.

PICKUP/DISMISSAL:

- BEFORE LEEP/Extras walker/carpool dismissal, any student that attend iKids aftercare on site will be walked by their instructor to Ms. Mason in the school foyer to be walked to the director dismissal desk downstairs to be checked in for the day. IF your child attends iKids, parent or caregiver should pick child up in their usual iKids dismissal location.
- All other students that have an extracurricular class will be dismissed by their instructor at the front of the school. Parents should wait there for their child to be dismissed. PERSON PICKING UP ANY CHILD SHOULD BRING THEIR ID AND BE ON THE CHILD'S ACCOUNT IN THE CHILD PROFILE in your PARENT PORTAL ACCOUNT ON www.myafterschoolprogram.com AS AN EMERGENCY CONTACT IN ORDER FOR YOUR CHILD TO BR RELEASED. THIS IS FOR THE SAFETY OF YOUR CHILD. IF you notice that an instructor is not checking ID at pickup, please notify Beth Geurin, MASP Extracurricular Programs Director at beth@myafterschoolprogram.com so this can be addressed with the instructor and program owner.
- The first two weeks of class, there will likely be delays during release as the instructors and students get used to these new procedures. *We appreciate your patience during this time!!*
- **Registration for this semester is closed online. After that time, you must email beth@myafterschoolprogram.com to inquire about class changes/withdrawals or to inquire about openings in any classes. DON NOT SEND A CHILD TO A COURSE IF THEY ARE NOT FULLY REGISTERED. YOU WILL BE CALLED FOR PICK-UP.**
- Class refunds will only be given at rate of class fee minus \$50 once a registration for a student has been completed in the registration system parent portal until **Friday, February 2 at 7 PM**. After that, no refunds are made through MASP and inquiries regarding refunds should go to the program provider directly.
- Class changes will be made until **Friday, February 2** at 7 PM and after that, no changes will be made. The \$10 class change fee applies.
- **DO NOT SEND YOUR CHILD TO A CLASS THEY ARE NOT REGISTERED FOR. DO NOT SEND A CHILD TO A CLASS THEY ARE ON WAITLIST FOR. PARENT WILL BE CALLED TO PICK THE CHILD UP.**
- If a school system shut-down occurs at any time during this semester for APS, we will place the programs on HOLD and resume once we return. If for some reason a class does not come back in person, you will be offered by the class provider to choose either a refund FROM THE CLASS PROVIDER, a virtual option or a credit for the next open semester.

CONTACT INFORMATION IS ON THE NEXT PAGE

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WHO TO CONTACT ON SITE WHEN CLASSES ARE IN SESSION OR TO MAKE A

NOTIFICATION: Extras/LEEP Program Monitor- on site: Ms. Mason 404-802-8850

mlextras@myafterschoolprogram.com

iKids Directors- on site: Ms. Chameka, Mr. Bradley or Ms. Lorette 404-802-8880 cell: 404-664-6930 (cell service is spotty on campus)

FOR ALL GENERAL PROGRAM QUESTIONS, CONCERNS, ACCOUNT QUESTIONS:

Beth Geurin, Extracurricular Programs Director (float between schools) beth@myafterschoolprogram.com

PROVIDER CONTACT INFORMATION: All program owner contacts for programs offered at Mary Lin

Elementary are listed below. My After School Program is the portal registration provider and logistics coordinator for extracurricular programs at Mary Lin Elementary for the semester. All providers below are responsible for their own programming, instructors and liabilities while on site at Mary Lin Elementary.

Contact Name	Program	Program Owner Email	Website or FB page
Christie Kuropatwa	Crochet & Fibers Graphic Novel Drawing Elements Mixed Media Art	spunkyarts@gmail.com	www.spunkyarts.com
Spring Mason	Drama	info@atlantachildrenstheatre.com	www.atlantachildrenstheatre.org
David Epstein	Run Club, Basketball Flag Football multi sport	davide@atlcp.org	atlcp.org
Ericka Shannon	Tap and Ballet	ericka@theneighborhoodballet.com	www.theneighborhoodballet.com
Ben Leblois	Bricks 4 Kidz Coding	bleblois@bricks4kidz.com	www.bricks4kidz.com/atlantametro
Doug Storm	Atlanta Karate	info@atlantakarate.org	http://atlantakarate.org/about.html
Christine Javier	Stem Velocity	christine@learningridge.com	www.Stemvelocity.com
Krystal Morgan	Chess	krystal.morgan@kidchess.com	www.kidchess.com
Brandon Jolley	Kids TV	info@mobocproductions.com	http://kidstv.mobocproductions.com
Amy Haysman	Grounded Kids Yoga	amy@groundedkids.com	https://groundedkids.com/
Michael Nangle	Arts & Facts Vamos Chicos	info@VamosChicos.com	https://www.vamoschicos.com/

GENERAL PROGRAM SCHEDULE IS ON THE NEXT PAGE; YOUR CHILD'S SCHEDULE CAN BE FOUND IN THEIR PROFILE IN YOUR PARENT PORTAL ACCOUNT ON www.myafterschoolprogram.com

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SECOND HOUR CLASS PARENT REMINDER: All students enrolled in **second hour classes (IN RED)** must either transition from a first hour class if enrolled, from iKids aftercare program if enrolled OR be brought back to the school by a parent, caregiver or outside aftercare program 5 minutes before the start of class. **IT IS UP TO THE PARENT TO ARRANGE CARE FOR THE CHILD DURING THAT TIME PRIOR TO THE FIRST DAY OF THE SECOND HOUR CLASS.**

No students are allowed to remain on campus unattended in the hour between school dismissal and their extracurricular class starting. This is the APS and Mary Lin Elementary policy.

Course Name	Start Date	Days	Times	End Date
STEM Velocity Lab	01/22/2024	Mondays	2:45 PM 4:00 PM	04/22/2024
Multi Sport with PLAY DAY ON SITE AT MARY LIN	01/22/2024	Mondays	2:45 PM 4:00 PM	04/22/2024
Crochet and Fibers with Spunky Arts TUESDAY	01/23/2024	Tuesdays	2:45 PM 4:00 PM	04/30/2024
Dance with the Neighborhood Ballet (K-5)	01/23/2024	Tuesdays	2:45 PM 4:00 PM	04/30/2024
Robotics & Coding with Bricks4Kidz	01/23/2024	Tuesdays	2:45 PM 4:00 PM	04/30/2024
Flag Football with PLAY DAY ON SITE AT MARY LIN	01/23/2024	Tuesdays	2:45 PM 4:00 PM	04/30/2024
LEGO Club with Bricks4 Kidz	01/24/2024	Wednesdays	2:45 PM 4:00 PM	04/24/2024
Basketball with PLAY DAY ON SITE AT MARY LIN	01/24/2024	Wednesdays	2:45 PM 4:00 PM	04/24/2024
Drama with Atlanta Children's Theatre	01/24/2024	Wednesdays	2:45 PM 4:15 PM	04/24/2024
Graphic Novel & Comics Creation with Spunky Arts	01/24/2024	Wednesdays	2:45 PM 4:00 PM	04/24/2024
Chess FIRST HOUR with Kid Chess	01/24/2024	Wednesdays	2:45 PM 4:00 PM	04/24/2024
Chess COMBO (both hours) with Kid Chess	01/24/2024	Wednesdays	2:45 PM 5:10 PM	04/24/2024
Chess SECOND HOUR with Kid Chess	01/24/2024	Wednesdays	4:10 PM 5:10 PM	04/24/2024
Mixed Media Art with Spunky Arts	01/24/2024	Wednesdays	4:15 PM 5:15 PM	04/24/2024
Kids TV - Video & Film Production	01/25/2024	Thursdays	2:45 PM 4:15 PM	04/25/2024
Drawing Elements with Spunky Arts	01/25/2024	Thursdays	2:45 PM 4:00 PM	04/25/2024
Yoga with Grounded Kids	01/25/2024	Thursdays	2:45 PM 4:00 PM	04/25/2024
Crochet and Fibers with Spunky Arts FRIDAY	01/26/2024	Fridays	2:45 PM 4:00 PM	04/26/2024
Arts & Facts Around the World with Vamos Chicos	01/26/2024	Fridays	2:45 PM 4:00 PM	04/26/2024
Run Club with PLAY DAY ON SITE AT MARY LIN	01/26/2024	Fridays	2:45 PM 4:00 PM	04/26/2024
Karate Beginners and Advanced with Atlanta Karate	01/26/2024	Fridays	2:45 PM 4:00 PM	04/26/2024

We hope your child enjoys their extracurricular Programs this semester. MASP is happy to be the coordinator of Mary Lin Extras/LEEP Programs!

Beth Geurin | MASP Extracurricular Programs Director
770-605-5456 | beth@myafterschoolprogram.com