

# Parent Welcome Letter

## Morningside After School Extracurriculars

Welcome Morningside After School (MAS) 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:** Login to the Parent Portal on [www.myafterschoolprogram.com](http://www.myafterschoolprogram.com) using your username and password to view your child's schedule. Do not send your child to a class they are waitlisted for. That class is FULL. We have specific capacities and procedures. **PLEASE SHARE THESE PROGRAM DETAILS, EXPECTATIONS, and PROCEDURES BELOW WITH YOUR STUDENT TO HELP PREPARE THEM FOR NEXT WEEK.**

- Parents, mark your family calendar with all start and end dates and times and confirm schedules in your parent portal account on [www.myafterschoolprogram.com](http://www.myafterschoolprogram.com).
- Discuss with your child that they must have good behavior in order to remain in their extras class.
- **For all extras enrolled students (INCLUDING Full-time MAS AFTERCARE STUDENTS)- Parents MUST follow procedures for student dismissal/transportation changes for Morningside Elementary using the Pik My Kid app**  
<https://www.atlantapublicschools.us/Page/65339> and select **AFTERSCHOOL** then **EXTRACURRICULARS for the days your child has a class.**  
**(indicate schedule change FOR EACH DAY the student's Winter-Spring2024 extracurricular class meets so everyone necessary at the school is aware of what the student's afternoon plan is. If this is not done, the child will be dismissed via their usual daily procedure. This is for the END OF SCHOOL DAY DISMISSAL; MAS AFTERCARE EXTRACURRICULARS DOES NOT HAVE ACCESS OR INSTRUCTIONS FOR THE PIK MY KID APP; CONTACT SCHOOL FRONT OFFICE IF YOU NEED ASSISTANCE OR CLARIFICATION ON HOW TO PROPERLY USE THE PIK MY KID APP**
- **SPECIAL NEEDS OR INFO:** Email [beth@myafterschoolprogram.com](mailto:beth@myafterschoolprogram.com) if your student has any special needs and/or behaviors we need to be aware of to make sure your student's experience, the experience of the other students and their instructors is the best that it can be. These notifications assist the instructors as they prepare lessons for each class. This includes any in class behavior plans that we can continue in the afternoons, any sensory issues, allergies, fears, etc.
- **GENERAL LOGISTICS:** Start time for first hour classes will show 2:45 on the schedule. **Please note that from 2:45-3:00 school dismissal, extras students are in transition from their school day to their instructors in the gym.** Instructors will report absences to our onsite program coordinator, Ms. Monica. Parents of absent students will be texted or called if the student was not absent during the school day. Instructors and students will transition to their class space at 3:00. Extras students are released directly to extracurriculars check-in in the gym at the end of their school day and are dismissed to us by their school day classroom teachers (based on the student's dismissal status in PikMyKid)
- **SNACKS:** *Snacks will not be eaten during the extracurricular program afternoon.* Students returning to aftercare after their extracurricular will be provided their afternoon snack after their extracurricular

# Parent Welcome Letter

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class has met. If picking up your child after their class, we suggest bringing a snack for them at that time.

- **All classes take place at the Morningside campus on E Rock Springs.**

**ABSENCE NOTIFICATIONS:** If your child will be absent, parent should text Beth at 770-605-5456 AND Patricia at 770-896-7794 by 2:00 on the day the child will miss their class. Be sure to include student name, class they will miss, and school they attend (we have 5 schools!). Parents can also email the same absence information to [beth@myafterschoolprogram.com](mailto:beth@myafterschoolprogram.com) , and [patricia@myafterschoolprogram.com](mailto:patricia@myafterschoolprogram.com) if parent prefers to email.

Parent doesn't have to text *and* email, but please do one or the other!

It is our policy to call parents each day a student does not arrive for their class if we have not been notified or the child is not on the school absence report. **Elementary school classroom teachers do not relay your student's school day absences or early pickups to us.** Being mindful of your child's absence notifications- this helps us be efficient!

**PICKUP/DISMISSAL:** **NEW:** Parents or pick up persons of students *not* attending Full-Time MAS or Drop In MAS the day of their extracurricular, must park in the parking lot to the right of the school at Haygood Methodist and walk over to the outside gym doors of the school. BRING YOUR ID; ID is required for a student to be released. Person picking up needs ID so it can be cross-checked by the instructor with our list of pick-up persons for each child indicated in the child profile in the MASP parent portal. The instructors do not yet know which adults go with which child! Inconvenient, maybe. Helping everyone stay safe, definitely! THIS IS OUR POLICY.

- **Please arrive no more than 10 minutes early for dismissal pickup.** Dismissal times are staggered- some classes dismiss at 3:45, 4:00, 4:15 or later- check your student's schedule in their personal profile in your Parent Portal account for their class end time. Signs will be posted on boards as you approach the gym letting you know where to pick your child up (which doors).
- Full-Time MAS after care students (and drop ins attending MAS on the day they have an extras class) will be dismissed from their extracurricular program back to MAS aftercare; MAS Full-time aftercare students (or MAS drop-ins attending that day after class) should be picked up in the MAS aftercare dismissal area at the front of the school-not in extras dismissal area at the outside gym exit.
- **Pickup persons other than parents shown in the Parent Portal on OUR website, [www.myafterschoolprogram.com](http://www.myafterschoolprogram.com) , must be listed in your CHILD's profile account as an EMERGENCY CONTACT on [www.myafterschoolprogram.com](http://www.myafterschoolprogram.com) .** Again, pick-up person should be prepared to show ID. Make sure your nannies, grandparents, spouses, older siblings, friends that may pick up your child are added to your [www.myafterschoolprogram.com](http://www.myafterschoolprogram.com) Parent Portal account and know to show ID when picking up. Otherwise, they will be asked to move to the side and we will call parent/guardian on file and see if they are permitted to pick up. Instructor should not release a child to a person not shown in the child's portal account.
- If, in an emergency situation, someone other than the parent or additional contacts you entered in our system will pick your child up after an extracurricular class, **PARENT must notify Beth via text at 770-605-5456 and Patricia at 770-896-7794 by 3:15 if possible the day the class meets.** Additionally, IF the pickup person will pick up on a regular basis, ADD ANY PICK UP PERSONS TO YOUR CHILD'S PROFILE in [www.myafterschoolprogram.com](http://www.myafterschoolprogram.com) ; WE DO NOT HAVE ACCESS TO

# Parent Welcome Letter

## Morningside After School Extracurriculars

### YOUR APPROVED SCHOOL DISMISSAL PERSONS YOU HAVE PROVIDED TO THE SCHOOL.

- MAS aftercare students will transition back into the MAS aftercare program when their extracurricular class ends. If your student is enrolled MAS aftercare and one day you wish to pick your student up at the gym extras dismissal area at the end of class instead, please notify Ms. Patricia, the MAS aftercare Director by texting 770-896-7794 OR emailing [monica@myafterschoolprogram.com](mailto:monica@myafterschoolprogram.com) and [patricia@myafterschoolprogram.com](mailto:patricia@myafterschoolprogram.com) by 2:00 the day the class meets.
- **General schedule is on page 4 for your convenience along with some parent agreement reminders from the registration process.**

### **REMINDERS and UPDATES:**

- Registration is closed at this time. No additional registrations will be made for this semester.
- **Class refunds** will only be given at rate of 50% of the class fee *once a registration for a student has been completed in the registration system* until Friday, February 2 at 7 PM. After that, no refunds will be made by MASP.
- **Class changes** will be made until Friday, February 2 at 7 PM. After that, no changes will be made.

If a school system shut-down (like COVID) occurs at any time during this semester, 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 their program the next open semester. Classes cancelled due to instructor absence will be made up by the provider or they must offer a refund or credit for a future class. Classes cancelled due to school system emergency school closing (ex: storm, gas or water leak, etc.) are not required to be made up by the provider of the extras class.

The first two weeks of class, there will likely be delays during release as the instructors and students get used to these new procedures. The children are excited and learning their cleanup and dismissal procedures. This takes a few weeks for them to learn. *We appreciate your patience during this time!!*

The safety of each student is our primary concern! Please let one of us know of any joys your student has shared about their class or let us know about any concerns that you may have regarding extracurricular programs.

Due to MASP liability, when picking up students at the end of extras, students not enrolled and attending MAS aftercare for the day are not permitted to be on the basketball courts or playground areas at MES.

Feedback (positive or negative) will allow us to improve and/or add programming to better serve the students at Morningside. It is our mission to provide safe, quality, fun and engaging programming to our students.

Thank you for allowing your student to participate- we hope they enjoy their class!

### **EXTRAS ENROLLMENT, CLASS CHANGES, WITHDRAWALS :**

**Beth Geurin, Extracurricular Programs Director 770-605-5456 [beth@myafterschoolprogram.com](mailto:beth@myafterschoolprogram.com)**

**MAIN ON SITE EXTRAS CONTACT: Monica Singer, MAS Aftercare Co-Director and Extras Coordinator 678-891-9220 [monica@myafterschoolprogram.com](mailto:monica@myafterschoolprogram.com)**

SECONDARY ON SITE EXTRAS CONTACT: Patricia Sherman, MAS Aftercare Director (on site) 770-896-7794 [patricia@myafterschoolprogram.com](mailto:patricia@myafterschoolprogram.com)

MAS AFTERCARE PROGRAM OWNER: Kim Bishop, Morningside After School Owner 404-433-6126 [kim@myafterschoolprogram.com](mailto:kim@myafterschoolprogram.com)

**SCHEDULE ON NEXT PAGE**

# Parent Welcome Letter

## Morningside After School Extracurriculars

**REMINDER for PARENTS OF SECOND HOUR CLASSES IN RED:** All students enrolled in **second hour classes (IN RED)** must either transition from a first hour class if enrolled, the MAS aftercare program if enrolled OR be brought back to the school by a parent or caregiver at the start of class 5 minutes before class start time. **Parents are responsible for having childcare in place for that hour between school day dismissal and second hour class start time prior to extras program start date. No students are allowed to remain alone on campus unattended in the hour between school dismissal and their extracurricular class starting.**

Additionally, students should also not leave campus alone and then return to campus alone in the hour between school dismissal and their second hour class starting. This is the Morningside Elementary and Morningside After School policy. For your student's schedule, please check the student/child's profile in your [myafterschoolprogram.com](http://myafterschoolprogram.com) PARENT PORTAL account. **ALSO, NOTE END TIMES IN BOLD BELOW. PLEASE ARRIVE NO MORE THAN 5 MINUTES BEFORE CLASS END TIMES TO EASE CROWDS DURING DISMISSAL.**

### MAS/MASP Extras Winter-Spring 2024

Course Name	Start Date	Days	Times	End Date
Drama with Atlanta Children's Theatre	01/22/2024	Mondays	2:45 PM <b>4:15 PM</b>	04/22/2024
Arts & Facts Around the World with Vamos Chicos	01/22/2024	Mondays	2:45 PM 4:00 PM	04/22/2024
Graphic Novel & Comics with Spunky Arts	01/22/2024	Mondays	2:45 PM 4:00 PM	04/22/2024
Drawing Elements with Spunky Arts	01/22/2024	Mondays	2:45 PM 4:00 PM	04/22/2024
Team Sports with All Star Athletics	01/22/2024	Mondays	2:45 PM 4:00 PM	04/22/2024
Coding and Video Game Design with Bricks 4 Kidz	01/23/2024	Tuesdays	2:45 PM 4:00 PM	04/30/2024
Kids TV - Video & Film Production	01/23/2024	Tuesdays	2:45 PM <b>4:15 PM</b>	04/30/2024
Yoga with Grounded Kids	01/23/2024	Tuesdays	2:45 PM 4:00 PM	04/30/2024
Flag Football LEVEL 1with 411 Brand Athletics	01/23/2024	Tuesdays	2:45 PM 4:00 PM	04/30/2024
Basketball Level 1 with 411 Brand Athletics	01/23/2024	Tuesdays	2:45 PM 4:00 PM	04/30/2024
<b>Basketball Level 2 with 411 Brand Athletics</b>	<b>01/23/2024</b>	<b>Tuesdays</b>	<b>4:10 PM 5:10 PM</b>	<b>04/30/2024</b>
ROBO-MES JR with Make 555 is BACK!	01/24/2024	Wednesdays	2:45 PM 4:00 PM	04/24/2024
Arts & Facts Around the World with Vamos Chicos	01/24/2024	Wednesdays	2:45 PM 4:00 PM	04/24/2024
Tap & Ballet with Studio Go Dance	01/24/2024	Wednesdays	2:45 PM 4:00 PM	04/24/2024
TONCHU Martial Arts Academy	01/24/2024	Wednesdays	2:45 PM 4:00 PM	04/24/2024
Soccer Level 1 with 411 Brand Athletics	01/24/2024	Wednesdays	2:45 PM 4:00 PM	04/24/2024
<b>Soccer Level 2 with 411 Brand Athletics</b>	<b>01/24/2024</b>	<b>Wednesdays</b>	<b>4:10 PM 5:10 PM</b>	<b>04/24/2024</b>
Master Builders with Bricks 4 Kidz	01/25/2024	Thursdays	2:45 PM 4:00 PM	04/25/2024
STEM Velocity Lab	01/25/2024	Thursdays	2:45 PM 4:00 PM	04/25/2024
ROBO-MES SR with Make 555 is BACK!	01/25/2024	Thursdays	2:45 PM 4:00 PM	04/25/2024
Tennis Principals with All Star Athletics	01/25/2024	Thursdays	2:45 PM 4:00 PM	04/25/2024
Lacrosse Level 1 with 411 Brand Athletics	01/26/2024	Fridays	2:45 PM 4:00 PM	04/26/2024
Tennis Principals with All Star Athletics	01/26/2024	Fridays	2:45 PM 4:00 PM	04/26/2024
Chess FIRST HOUR with Kid Chess	01/26/2024	Fridays	2:45 PM 4:00 PM	04/26/2024
Chess COMBO (both hours) with Kid Chess	01/26/2024	Fridays	2:45 PM <b>5:10 PM</b>	04/26/2024
<b>Chess SECOND HOUR with Kid Chess</b>	<b>01/26/2024</b>	<b>Fridays</b>	<b>4:10 PM 5:10 PM</b>	<b>04/26/2024</b>

EMAIL [beth@myafterschoolprogram.com](mailto:beth@myafterschoolprogram.com) for:

Class change requests until Friday, Feb 2 at 7PM. (\$10 class change fee applies) AND class withdrawals/refund requests until 7 PM Friday, Feb 2 at 7PM (\$50 withdrawal fee applies)