

# SAS Extracurricular Programs

## Parent Welcome Letter

Welcome to SAS/MASP Extracurricular Programs! We are excited and ready to have fun! Below you will find details of afternoon logistics, how to notify school of your child's end of school day dismissal to an extracurricular, and logistics of the afternoon. If you have questions not answered in this letter, email [beth@myafterschoolprogram.com](mailto:beth@myafterschoolprogram.com). Be sure to include school your child attends (we have 5!) and your questions!

### PARENT RESPONSIBILITY ACTION ITEMS (PLEASE READ ALL):

- **FOR STUDENTS NOT ENROLLED IN SAS AFTERCARE FULL-TIME: THE FIRST DAY YOUR CHILD HAS AN EXTRAS class- the parent or caregiver MUST write a note to the child's school day classroom teacher and front office letting them know that the child will have an extracurricular class that day THROUGH the week of December 4. This should be done for each day the child has an extras class, the FIRST day of the class only.** Students transition in from the Intermediate Campus should include after care bus numbers #604 girls and #19-927 boys in the note to teachers. If this dismissal from the school day note is not done, your child will be dismissed in their usual, established way.
- **FOR STUDENTS THAT ARE ENROLLED IN SAS AFTER CARE FULL-TIME, you do not need to write a note to the child's classroom teacher. They will continue to dismiss to SAS aftercare and SAS aftercare will transition them to their extracurricular class.**
- **Parents should make sure your child's emergency contacts are updated in the child's Parent Portal account on [www.myafterschoolprogram.com](http://www.myafterschoolprogram.com). We will not release children to individuals not listed in your CHILD'S Parent Portal account.**
- **Parents and anyone picking up a child should be prepared to show ID EVERY TIME a child is picked up. There may be a substitute for the child's class and the safety of each child is our first concern. Inconvenient, maybe. For the safety of all, definitely!**
- **IF YOUR CHILD WILL BE ABSENT FROM A CLASS, PLEASE TEXT Ms. Cynthia, Program Coordinator at 404-985-7860 AND 404-693-5310 SAS aftercare (Co-Directors are Chela and Angel) by 2:00 TO LET THEM KNOW YOUR CHILD WILL BE ABSENT SO WE ARE NOT EXPECTING THEM. FRONT OFFICE AND SCHOOL DAY CLASSROOM TEACHERS DO NOT SHARE SCHOOL DAY ABSENCE INFORMATION WITH US.** Parents of absent children will be called by Ms. Cynthia our Program Coordinator after instructors report the names to our program monitor by 3:15 each day.

### ALL THINGS DISMISSAL and MORE:

- **All classes take place at the Primary Campus at 370 Old Ivy Road.**
  - At the *end of the school day*, Intermediate Campus Extracurricular students will be dismissed from their school day via afternoon announcements to APS busses first. Students will be bussed to the Primary Campus using #604 girls after school and #19-927 boys after school each afternoon with the SAS after care students the day they have a class. On arrival to Primary campus, they must report directly to the GYM for attendance and to meet their instructor who will be identified holding a sign with the class name. Remind your student to report immediately to the gym when they get off bus at the Intermediate campus. We have a short period of time to take attendance and the transition from IC to PRIMARY campus is tight. The program instructor and our staff program monitor, Ms. Cynthia are taking attendance and we need the Intermediate students to report to GYM, walking quickly after getting off the bus so we know they are on site.
  - Primary Campus extracurricular students will be dismissed via afternoon school announcements to go to the GYM for their extracurricular class. There will be an adult to assist with this transition of the PRIMARY students. In the gym, the instructors will be waiting, holding a sign with the class name and student attendance will be taken.
  - At between 3:00-3:05 all students will transition with their instructor to their class space.
- SNACK**
- No snacks are to be consumed during the Extracurricular Programs time.
  - SAS aftercare Full-Time students will be provided their snack after their extracurricular program has met for the day.
  - If a SAS Drop-In student will go to aftercare the day their class meets (the drop-in fee will apply for this day) they will be provided a snack after their extracurricular program has met for the day.

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- Students not enrolled in aftercare full-time or attending that day for aftercare drop-in- parents should either reach out to the school day teacher and see if they will allow for a snack before dismissal in the classroom or parents are encouraged to have one for the student once they have been picked up in carpool at the end of their class.
- Parents of absent children not absent from the school day, and not reported to us as absent will be called or texted by 3:15 each day (after instructors report the names to our program monitor Ms Cynthia).
- **END OF EXTRAS DISMISSAL- ALL FULL TIME SAS after care students AND Drop In students attending SAS the day they have an extras class will return to SAS at the end of their extracurricular class.** If you want your full time SAS aftercare child to go to Extras dismissal carpool at the end of their class, please text the SAS aftercare Director Ms Chela at 404-693-5310 by 3:15 the day the child has a class. At end of extras classes, students that will return to the SAS aftercare program will be met by a member of the aftercare staff near the front office so that they can transition back to SAS before all other students transition with the instructor to the carpool/walker dismissal area in the bus lanes.
- Carpool and walker dismissal students will be dismissed in the bus lane cul-de-sac. (go straight in at Primary campus entrance and join/make ONE car line when you drive onto campus). Pull all the way around the carpool circle; don't stop at the exit door- we need cars to pull all the way up when starting the carpool line.
- Please remind your student to follow the instructor's directions during dismissal. No running to a waiting car. Students must wait until their instructor has dismissed them. K-2 Students should be walked to their waiting vehicle by their instructor or the SAS Extras Program Coordinator, Ms. Cynthia. vehicle. Safety is our #1 priority! Please be patient.
- All persons, carpool or walker, picking up a student should be listed as an emergency contact person in your parent profile account on [www.myafterschoolprogram.com](http://www.myafterschoolprogram.com) and should BE PREPARED TO SHOW ID AT ANY TIME DURING THE SEMESTER. This is for your child's safety- the instructors do not know you or your caregivers these first few weeks of programming. We do not want to release children to just anyone.
- If you are in a hurry and cannot wait in the line, park in a designated, non-parallel parking space, BRING YOUR ID, and walk to the dismissal area/ child's instructor for your child to be dismissed from the building.
- **IF there is an emergency and someone other than a person listed as a contact in the student profile, the parent should notify Ms Cynthia, Extracurriculars Program Coordinator at 404-985-7860 (TEXT IS BEST) no later than 3:00 with the name of the person picking up the student and that person's cell number. THIS INDIVIDUAL IS REQUIRED TO SHOW A VALID ID to pick up your student.**

Parent Agreement reminders are below. General schedule and on site contacts are on pg 3.

- Registration is CLOSED. No additional registrations will be made.
- As a reminder, *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 until **Friday, February 2 at 7PM**. After that, no refunds will be made by MASP.
- As a reminder, *class changes* will be made until **Friday, February 2 at 7PM**. After that, no changes will be made. The \$10 class change fee will apply.
- During the first two weeks of extras classes, the day before a class meets, registration online will be close at 5 PM. This is so all rosters are clear for the next day. DO NOT SEND A CHILD TO A CLASS THEY ARE NOT REGISTERED FOR.
- If a school system shut-down 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 the next open semester.
- **PARENTS OF STUDENTS IN SECOND HOUR CLASSES REMINDER:** All second hour (HOUR 2 in BOLD below) class students are not permitted to be on campus in the hour after school dismissal and the second hour class beginning. Students in second hour classes can either transition into a second hour class from a first hour class, if enrolled; transition from the SAS aftercare program, if enrolled; be brought back to the school at the start of the second hour class by a parent or caregiver 5 minutes before class start time. (Hour 2 Chess students and Basketball should be brought to the Media Center entrance at the Primary campus 5 minutes before their class begins.). **ALSO NOTE CLASS END TIMES IN RED; ONLY ARRIVE 5 MINUTES BEFORE CLASS END TIME TO KEEP CARPOOL FROM BEING BACKED UP. WE HAVE STAGGERED END TIMES FOR THIS REASON.**

# **SAS Extracurricular Programs Parent Welcome Letter**

*Always* feel free to reach out to Beth Geurin for registration issues, refunds, class changes, schedule questions, to contact a provider, joys or pains about a program or problems a child may be having.

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

## **ON SITE DAILY CONTACT:**

*Ms Cynthia Moore is the Extras Monitor at SAS. Her number is 404-985-7860 (text her with absences by 2:00 or give her a text or call if you are running late for pick-up)*

**If Beth or Cynthia cannot be reached, please contact**

Kim Bishop, Program Owner [kim@myafterschoolprogram.com](mailto:kim@myafterschoolprogram.com) 404-433-6126

**PLEASE CONFIRM SCHEDULES AND MARK YOUR CALENDARS. DON'T FORGET PARENT ACTION ITEMS ON  
PAGE 1 OF THIS LETTER!**

**For general on site, daily SAS/MASP contact on the day your child has a class, reach out to:**

Primary contact-Cynthia Moore (on site) Extras Program Day Coordinator 404-985-7860

Lia Gebrekidanin 404-422-5801 (SAS co-Director and Extras Program substitute coordinator)

Chela Parker (SAS director, on site) [chela@myafterschoolprogram.com](mailto:chela@myafterschoolprogram.com) 404-693-5310

Angel Jones (SAS co-director on site) [angel@myafterschoolprogram.com](mailto:angel@myafterschoolprogram.com) 404-693-5310

**YOUR CHILD'S SPECIFIC SCHEDULE IS AVAILABLE IN THEIR PROFILE IN YOUR PARENT  
PORTAL ACCOUNT ON [WWW.MYAFTERSCHOOLPROGRAM.COM](http://WWW.MYAFTERSCHOOLPROGRAM.COM)**

**General schedule is on last page (4) of this letter.**

# SAS Extracurricular Programs Parent Welcome Letter

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
Karate Beginners and Advanced with Atlanta Karate	01/22/2024	Mondays	2:45 PM 4:00 PM	04/22/2024
Master Builders with Bricks 4 Kidz	01/22/2024	Mondays	2:45 PM 4:00 PM	04/22/2024
Drawing Elements with Spunky Arts	01/23/2024	Tuesdays	2:45 PM 4:00 PM	04/30/2024
STEM Velocity Lab	01/23/2024	Tuesdays	2:45 PM 4:00 PM	04/30/2024
Graphic Novel & Comics Creation with Spunky Arts	01/24/2024	Wednesdays	2:45 PM 4:00 PM	04/24/2024
Robotics Junior with Steam Powered Kids	01/24/2024	Wednesdays	2:45 PM 4:00 PM	04/24/2024
Robotics Senior with Steam Powered Kids	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
Tennis Principals with All Star Athletics	01/24/2024	Wednesdays	2:45 PM 4:00 PM	04/24/2024
<b>Drones and Design with Steam Powered Kids</b>	<b>01/24/2024</b>	<b>Wednesdays</b>	<b>4:00 PM 5:00 PM</b>	<b>04/24/2024</b>
Art & Facts Around the World with Vamos Chicos	01/25/2024	Thursdays	2:45 PM 4:00 PM	04/25/2024
Chess COMBO (both hours) with Kid Chess	01/25/2024	Thursdays	2:45 PM <b>5:10 PM</b>	04/25/2024
Chess FIRST HOUR with Kid Chess	01/25/2024	Thursdays	2:45 PM 4:00 PM	04/25/2024
Golf with OT Sports	01/25/2024	Thursdays	2:45 PM 4:00 PM	04/25/2024
Super Star Social Club	01/25/2024	Thursdays	2:45 PM 4:00 PM	04/25/2024
<b>Chess SECOND HOUR with Kid Chess</b>	<b>01/25/2024</b>	<b>Thursdays</b>	<b>4:10 PM 5:10 PM</b>	<b>04/25/2024</b>
Basketball with 411 Brand Athletics	01/26/2024	Fridays	2:45 PM 4:00 PM	04/26/2024
Soccer with OT Sports	01/26/2024	Fridays	2:45 PM 4:00 PM	04/26/2024
Kids TV - Video & Film Production	01/26/2024	Fridays	2:45 PM <b>4:15 PM</b>	04/26/2024

## REMINDER:

**PARENTS of STUDENTS IN SECOND HOUR CLASSES:** As stated during registration and on our website, students enrolled in a second hour extracurricular program (**IN RED ABOVE**) must transition either from a first hour extracurricular if enrolled, from the SAS after care program if enrolled, OR be brought back to the Primary Campus Media Center entrance by a parent or caregiver 5 minutes before the class start time. It is the responsibility of the parent to make sure that the child is accounted for in the hour between school dismissal and the second hour class beginning. This is a My After School Program and SRS Elementary policy. No child is to remain on campus unattended in the hour after school day dismissal and the second hour extracurricular class beginning. **MAKE NOTE OF CLASS END TIMES IN BOLD; PLEASE ARRIVE NO MORE THAN 5 MINUTES BEFORE CLASS END TIME TO HELP KEEP DISMISSAL LINE FROM BACKING UP ONTO OLD IVY. YOU CAN ALWAYS PARK AND WALK UP TO THE DISMISSAL AREA WITH YOUR ID.**