

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 (3 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 not registered for. We have

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

specific capacities and procedures due to COVID-19. For programs specifics, concerns, etc. reach out to the instructor shown at the bottom of this letter.

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

- 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 dismissal for that class day of the week which will serve as the transportation change for that day of the week for until the last day of class. 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 THE CLUB aftercare on site, please make sure that a notification is sent to The Club afterschool program letting them know which days your child should be sent to an extracurricular/LEED class at 2:45 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 in transition from their school day to their instructors in the GYM.
- Parents of absent children will be called before the start of the class day by the program monitor or instructor.
- Instructors and students will transition to their class space at 3:00. Extracurricular program students are released directly to extracurriculars check-in in the GYM at the end of their school day.
- Due to COVID protocols, snacks will not be eaten during the extracurricular program afternoon.
- All classes found on the child schedule on www.myafterschoolprogram.com parent portal take place at the Mary Lin Elementary campus.
- **PICKUP/DISMISSAL:** All students will be dismissed by their instructor at the front of the school.
- After walker/carpool dismissal, any students that attend THE CLUB will be walked by their instructor to Coach Smith at THE CLUB dismissal desk downstairs to be checked in for the day.

Parent Welcome Letter Mary Lin Elementary Extras/LEED Programs

- Any pickup person must be listed in your portal account on www.myafterschoolprogram.com. Person should be prepared to show ID.
- 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!!*

For your convenience below are the contact details for each program, some parent agreement reminders from the registration process, and a general daily schedule.

- **Registration is open until Friday, January 21 at 5PM. No additional registrations after that time will be taken.**
- 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 4 at 5PM. 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, January 28 at noon. After that, no changes will be made.
- If a COVID 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.

PROVIDER CONTACT INFORMATION: All 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
Sean & Michelle Clark	Double Dutch Aerobics	doubledutchaerobics@gmail.com	https://www.doubledutchaerobics.com/
Christie Kuropatwa	Crochet & Fibers Graphic Novel Drawing Elements	spunkyarts@gmail.com	www.spunkyarts.com
Brook Hewitt	Drama	cameraclassforkids@gmail.com	https://www.cameraclassforkids.com
David Epstein	Frisbee Basketball Flag Football Soccer, multi sp	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 3D Printing	christine@learningridge.com	www.Stemvelocity.com
Wendy Rones	Chess	Wendy.rones@kidchess.com	www.kidchess.com
Brandon Jolley	Kids TV	info@mobocproductions.com	http://kidstv.mobocproductions.com
Claire Laurenz	Blue Heron	educationprograms@bhnp.org	https://bhnp.org/
Amy Haysman	Grounded Kids Yoga	amy@groundedkids.com	https://groundedkids.com/

Parent Welcome Letter

Mary Lin Elementary Extras/LEED Programs

Michael Nangle	Arts & Facts Vamos Chicos	info@VamosChicos.com	https://www.vamoschicos.com/
----------------	------------------------------	--	---

REMINDER: All students enrolled in second hour classes (IN BOLD) must either transition from a first hour class if enrolled, from The Club aftercare program if enrolled OR be brought back to the school by a parent or caregiver or outside aftercare program 5 minutes before the start of class. No students are allowed on campus unattended in the hour between school dismissal and their extracurricular class starting. This is the APS and Mary Lin Elementary Policy. For your student's schedule this semester, please check the student's PERSONAL profile in your myafterschoolprogram.com PARENT PORTAL account. **Do not send a child to a class unless they are enrolled in that class.**

Course Name	DAY	FIRST DAY	LAST DAY	START	END
Karate Advanced with Atlanta Karate	MON	01/24/2022	04/25/2022	2:45 PM	4:00 PM
Double Dutch Aerobics	MON	01/24/2022	04/25/2022	2:45 PM	3:45 PM
Crochet and Fibers with Spunky Arts	MON	01/24/2022	04/25/2022	2:45 PM	4:00 PM
STEM Velocity Lab	MON	01/24/2022	04/25/2022	2:45 PM	4:00 PM
Multi Sport Play with Play Day	MON	01/24/2022	04/25/2022	2:45 PM	4:00 PM
Ultimate Frisbee with Play Day	TUE	01/25/2022	04/26/2022	2:45 PM	4:00 PM
Dance with the Neighborhood Ballet (K-5)	TUE	01/25/2022	04/26/2022	2:45 PM	4:00 PM
Drama with Acting Out K-2 (First Hour)	TUE	01/25/2022	04/26/2022	2:45 PM	4:00 PM
Drama with Acting Out GR 3-5 (Second Hour)	TUE	01/25/2022	04/26/2022	4:10 PM	5:10 PM
Bricks4 Kidz LEGO Club	WED	01/26/2022	04/27/2022	2:45 PM	4:00 PM
Graphic Novel & Comics Creation	WED	01/26/2022	04/27/2022	2:45 PM	4:00 PM
Basketball with Play Day	WED	01/26/2022	04/27/2022	2:45 PM	4:00 PM
Chess FIRST HOUR with Kid Chess	WED	01/26/2022	04/27/2022	2:45 PM	4:00 PM
Chess COMBO (both hours) with Kid Chess	WED	01/26/2022	04/27/2022	2:45 PM	5:10 PM
Drama with Acting Out K-2 (First Hour)	WED	01/26/2022	04/27/2022	2:45 PM	4:00 PM
Chess SECOND HOUR with Kid Chess	WED	01/26/2022	04/27/2022	4:10 PM	5:10 PM
Bricks4Kidz Robotics & Coding	THUR	01/27/2022	04/28/2022	2:45 PM	4:00 PM
Kids TV	THUR	01/27/2022	04/28/2022	2:45 PM	4:30 PM
Drawing Elements with Spunky Arts	THUR	01/27/2022	04/28/2022	2:45 PM	4:00 PM
Flag Football with Play Day	THUR	01/27/2022	04/28/2022	2:45 PM	4:00 PM
Yoga with Grounded Kids	THUR	01/27/2022	04/28/2022	2:45 PM	4:00 PM
Karate Beginners with Atlanta Karate	FRI	01/28/2022	04/29/2022	2:45 PM	4:00 PM
Arts & Facts Around the World with Vamos Chicos	FRI	01/28/2022	04/29/2022	2:45 PM	4:00 PM
Soccer with Play Day	FRI	01/28/2022	04/29/2022	2:45 PM	4:00 PM
Find the Wild with Blue Heron Nature Preserve	FRI	01/28/2022	04/29/2022	2:45 PM	4:00 PM

Classes in red are SECOND HOUR classes; see above regarding second hour classes.

Parent Welcome Letter
Mary Lin Elementary Extras/LEED Programs