

Parent Welcome Letter

Morningside After School Extracurriculars

Welcome to Winter-Spring '25 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: Before programs begin, parent should login to the Parent Portal on 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.
- Discuss with your child that they must have good behavior in order to remain in their extras class.
- **PARENT RESPONSIBILITY: UPDATE CHILD END OF SCHOOL DISMISSAL.** 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 Fall 2024 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 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. If a student has a 1/1 during the school day, this may also apply during the extracurricular programs day.
- **GENERAL LOGISTICS:** Start time for first hour classes will show 2:15 on the schedule. **Please note that from 2:15-2:30, is transition time.** MAS Extras students are released directly to extracurriculars, to the gym, at the end of their school day via school announcement AND their school day classroom teachers. School day teachers will release students to their extras class based on the student's dismissal status in PikMyKid. It is the parent responsibility to update this PRIOR to the first day of their first extras class. See instructions above using the link for PIKMYKID. As each student arrives to the gym, they will be directed to their instructor by our new Extras Site Coordinator, Ms Alexis (Alexis@myafterschoolprogram.com). Attendance is taken and Instructors report absences to Ms. Alexis who will then text or call the parent of the absent extras student if not on the school absence report.

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Instructors and students will transition to their class space at 2:30.

- **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 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

Alexis 404-416-7179 and Beth 770-605-5456 **by 1:45 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 6 schools!).

Parents can also email the same absence information to beth@myafterschoolprogram.com , and alexis@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: DO NOT PARK ON CAMPUS to PICK UP YOUR CHILD; WE DO NOT DO CARPOOL DISMISSAL. EXTRAS dismissal is walk-up- with ID! **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 parent or emergency contact pick-up persons indicated in the child profile, parent portal account on www.myafterschoolprogram.com for each child . 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 carpool pickup.** Dismissal times are staggered- some classes dismiss at 3:30, 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 person must be listed in your CHILD's parent portal account on www.myafterschoolprogram.com as a parent or emergency contact. Making sure this is done will expedite dismissal of the programs.** 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 the child's profile on www.myafterschoolprogram.com in your Parent Portal account as an emergency contact. **Let them know they MUST show ID when picking up. Otherwise, they will be asked to move to the side and we will call you 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 Alexis 404-416-7179 Beth via text**

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at 770-605-5456 by 3:00 if possible the day the class meets. Additionally, IF the pickup person will pick up on a regular basis, ADD ANY PICKUP PERSONS TO YOUR CHILD'S PROFILE in www.myafterschoolprogram.com ; WE DO NOT HAVE ACCESS TO 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 alexis@myafterschoolprogram.com and 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 7 at 7 PM. After that, no refunds will be made by MASP.
- **Class changes** will be made until Friday, February 7 at 7 PM. After that, no changes will be made by MASP.

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, and the MASP contract with APS, 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

MAIN ON SITE, MAS EXTRAS CONTACT: Alexis Williams, MAS Aftercare Co-Director and Extras Site Coordinator

[Alexis@myafterschoolprogram.com](mailto:alexis@myafterschoolprogram.com) 404-416-7179 (MAS Aftercare phone)

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

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

SCHEDULE ON NEXT PAGE

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REMINDER for PARENTS OF SECOND HOUR CLASSES IN RED: All students enrolled in **second hour classes (IN BOLD)** 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 My After School Program and Morningside After School policy. For your student's schedule, please check the student/child's profile in your myafterschoolprogram.com PARENT PORTAL account. **NOTE END TIMES BELOW. PLEASE ARRIVE NO MORE THAN 5 MINUTES BEFORE CLASS END TIMES TO EASE CROWDS DURING DISMISSAL.**

EMAIL beth@myafterschoolprogram.com for: Class change requests until Friday, Feb 7 at 7PM; \$10 class change fee applies. Class withdrawals/refund requests until Friday, Feb 7 at 7PM; (\$50 withdrawal fee applies)

Course Name	Start Date	End Date	Days	Times
Drama with Atlanta Children's Theatre	01/27/2025	04/28/2025	Mondays	2:15 PM 3:45 PM
Arts & Facts with Vamos Chicos	01/27/2025	04/28/2025	Mondays	2:15 PM 3:45 PM
Graphic Novel & Comics Creation with Spunky Arts	01/27/2025	04/28/2025	Mondays	2:15 PM 3:30 PM
Drawing Elements with Spunky Arts	01/27/2025	04/28/2025	Mondays	2:15 PM 3:30 PM
Team Sports with All Star Athletics	01/27/2025	04/28/2025	Mondays	2:15 PM 3:30 PM
Basketball Level 1 (first hour) with 411 Brand Athletics	01/28/2025	04/29/2025	Tuesdays	2:15 PM 3:30 PM
Lacrosse 411 Brand Athletics	01/28/2025	04/29/2025	Tuesdays	2:15 PM 3:30 PM
Kids TV - Video & Film Production	01/28/2025	04/29/2025	Tuesdays	2:15 PM 3:45 PM
Eco Fashion Design with Vamos Chicos	01/28/2025	04/29/2025	Tuesdays	2:15 PM 3:45 PM
Basketball Level 2 (second hour) with 411 Brand Athletics	01/28/2025	04/29/2025	Tuesdays	3:40 PM 4:40 PM
ROBO-MES JR with Make 555	01/29/2025	04/30/2025	Wednesdays	2:15 PM 3:30 PM
Soccer Level 1 and Level 2 with 411 Brand Athletics	01/29/2025	04/30/2025	Wednesdays	2:15 PM 3:30 PM
Tap & Ballet with Studio Go Dance	01/29/2025	04/30/2025	Wednesdays	2:15 PM 3:30 PM
TONCHU Martial Arts Academy	01/29/2025	04/30/2025	Wednesdays	2:15 PM 3:45 PM
Magical Clay with Vamos Chicos	01/29/2025	04/30/2025	Wednesdays	2:15 PM 3:45 PM
Hip Hop (second hour) with Studio Go Dance	01/29/2025	04/30/2025	Wednesdays	3:40 PM 4:40 PM
Master Builders with Bricks 4 Kidz	01/30/2025	05/01/2025	Thursdays	2:15 PM 3:45 PM
STEM Velocity Lab	01/30/2025	05/01/2025	Thursdays	2:15 PM 3:30 PM
ROBO-MES SR with Make 555	01/30/2025	05/01/2025	Thursdays	2:15 PM 3:30 PM
Yoga with Grounded Kids	01/30/2025	05/01/2025	Thursdays	2:15 PM 3:30 PM
Tennis Principals with All Star Athletics	01/30/2025	05/01/2025	Thursdays	2:15 PM 3:30 PM
Drones with Make 555 GR 4-5 (SAT is off site; instructor has details)	01/25/2025	03/13/2025	Thu/Sat	3:30 PM 4:30 PM
Chess FIRST HOUR with Kid Chess	01/31/2025	05/02/2025	Fridays	2:15 PM 3:30 PM
Chess COMBO (both hours) with Kid Chess	01/31/2025	05/02/2025	Fridays	2:15 PM 4:40 PM
Tennis Principals with All Star Athletics	01/31/2025	05/02/2025	Fridays	2:15 PM 3:30 PM
Flag Football LEVEL 1 and LEVEL 2 with 411 Brand Athletics	01/31/2025	05/02/2025	Fridays	2:15 PM 3:30 PM
Chess SECOND HOUR with Kid Chess	01/31/2025	05/02/2025	Fridays	3:40 PM 4:40 PM