

Parent Welcome Letter SPAS Extracurriculars

MASP/SPAS Extras Programs IMPORTANT Parent Information

Welcome to Springdale Park After School (SPAS) 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. **This is a good bit of information, but includes answers to most commonly asked questions.** GENERAL SEMESTER SCHEDULE IS POSTED ON THE LAST PAGE. If you still have questions after reading this, email beth@myafterschoolprogram.com.

Before Classes Begin:

- Parents should review their student's schedule in the student profile in your PARENT PORTAL account. To do this, log in to your Parent Portal account on www.myafterschoolprogram.com
- Do not send students to a class if they are on the waitlist or not officially registered. Our programs have specific capacities and policies. Parents will be called to pick up their student if they are not enrolled in the extras class meeting that day; if they are enrolled in SPAS Aftercare, they will be directed back to aftercare.
- Update your student's parent and emergency contacts in the STUDENT PROFILE section of our MASP Parent Portal on www.myafterschoolprogram.com. Pickup persons on the CHILD profile MUST BE TAGGED AS PARENT OR EMERGENCY CONTACT to show in our pick-up app. EMERGENCY CONTACTS = Persons that are authorized to pick up your student. This is for the safety of your student.
- Note: MASP/SPAS Extras does not have access to the pickup information provided to the school. Ensure your My After School Program account, child and parent profiles are up to date.

Share These Details with Your Student:

- Students are expected to follow school day behavior standards, being respectful to peers and instructors during extracurricular classes.
- Students will be dismissed via afternoon announcement to go directly to the CAFETERIA to meet their instructor and class so attendance can be taken and absences reported to the MASP Extras coordinator. Class may be held up if they arrive late during attendance time.

Parent Action Items-dismissal change with the school teacher/front office must be done by the parent:

- Mark your family calendar with all class start, end dates and times for each student.
- For the days your student has an extracurricular class with MASP Extras, parent MUST update the student's end of school day dismissal plan with SPRINGDALE PARK ELEMENTARY using their instructions in the link below. Indicate with the school day teacher and MS. Taylor in the front office (odette.taylor@atlanta.k12.ga.us) that your student should be dismissed to SPAS Aftercare for Extras on days they attend after-school programs.

<https://www.atlantapublicschools.us/Page/70985> THIS MUST BE DONE BY 11AM THE FIRST DAY YOUR CHILD HAS AN EXTRAS CLASS.

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- Contact the school front office for help if you have questions about changing the end of school day dismissal or if the link to school dismissal instructions does not work.
- If your student's dismissal plan is not changed using the school dismissal process on their MASP Extras day, your student will be sent home using their regular transportation method.
- If your student has special needs or behaviors (such as allergies, fears, or behavior plans that work during their school day), email beth@myafterschoolprogram.com so instructors can best support your student

General Program Logistics

- All classes take place at the SPARK campus.
- First hour classes start at 2:15 p.m. Students will transition from their school day classroom directed by school dismissal announcements to check-in in the cafeteria between 2:15 and 2:20 p.m., where attendance will be taken.
- Students must go directly to the cafeteria at end of school day dismissal. Instructors will be waiting to greet students in the cafeteria with signs showing the class name.
- Instructors will report absences to the on-site MASP Extras coordinator, Ms. Brandy and parents will be called if a student is absent. BY 1:30, please notify MS. Brandy (email below in this letter) your student will miss class the day class meets at the bottom of this letter.
- Classes will move to their classroom spaces at 2:30 p.m. once all students are accounted for.
- No snacks are allowed during the extracurricular program. Students who return to aftercare after their class will receive their snack then.

Absence Notifications

- **If your student will be absent, email brandy@myafterschoolprogram.com (Ms. Brandy is the ON SITE EXTRAS CONTACT THIS YEAR), toya@myafterschoolprogram.com, and beth@myafterschoolprogram.com by 1:30 p.m. on the day of class. Include your student's name, the class they will miss, and the school they attend (we have 6!).**
- Ms. Brandy will text or call parents if a student does not arrive for class and we have not been notified by the parent. Our system is separate from the school's, so school-day absences are not always communicated to us.

Pickup and Dismissal

- Arrive no more than 10 minutes early to the side outside doors of the school gym for pickup at the gym doors. Most classes end at 3:30 or 3:45 p.m.—check your Parent Portal for specific times.
- Please be on time. Instructors may have to leave for other classes after dismissal.
- Students not enrolled in SPAS Aftercare are picked up by a parent or listed emergency contact in the CHILD PROFILE in your parent portal account on www.myafterschoolprogram.com at the outside, right side gym doors at the front of the school. Pick-up persons can either walk or park in a designated parking space, not along the curb, and walk to the gym doors for pickup. Pickup person will wait behind your student's class cone (one for each class) and ID will be check before your student is released. Persin picking up must be listed as a parent or emergency contact for the student being picked up.
- WALKERS: If you indicated your 3-5 student would be a walker after their MASP Extras class, Ms. Brandy will direct them to walk home after their class. No students enrolled full time OR as a

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- drop in that day in SPAS aftercare are permitted to walk home after a MASP Extras class.
- ID checks will be performed for the first few weeks or until instructors know all parents. The person picking up must be listed as a parent or emergency contact in the Parent Portal.
- Note: There may be delays during dismissal for the first few weeks as everyone works safely and adjusts to these procedures. Thank you for your patience!
- SPAS aftercare students will return to aftercare after class ends, HOWEVER, if you want to pick up your SPAS aftercare student at the end of class instead, notify brandy@myafterschoolprogram.com and toya@myafterschoolprogram.com by 2:00 p.m. the day of class so we can have them ready to be picked up for you at the end of their extras class.
- If someone not listed as an emergency contact will pick up your student last minute, email toya@myafterschoolprogram.com, brandy@myafterschoolprogram.com, and beth@myafterschoolprogram.com by 2:00 p.m. the day of class, if possible.
- If there is a school shut-down, programs will be put on hold. If a class does not resume in person, the provider will offer a refund, virtual alternative, or credit for the next semester.

Class Change and Withdrawal/Refund Request Policies

- Class refunds are available (class fee minus \$50) until Friday, September 19 7:00 p.m. After that, no refunds will be issued by MASP Extras.
- Class changes can also be made until Friday, September 19 at 7:00 pm. A \$10 fee applies for changes.
- Email withdrawal or class change requests to beth@myafterschoolprogram.com.

Second Hour Classes

- All students enrolled in a second hour class must transition from a first hour class, SPAS aftercare, or be brought back to the school by a parent/caregiver 5 minutes before class start time to the gym doors to meet the second hour instructor. Due to MASP insurance liabilities, students may NOT wait on campus unsupervised between school day dismissal and their class. School day classroom teachers and the front office are also not responsible for second hour students during this time.

Student Behavior and Safety

- All students must follow the code of conduct for Springdale Park Elementary and the additional MASP aftercare policies (see Parent Handbook on www.myafterschoolprogram.com).
- Our mission is to provide safe, high-quality, and engaging programming for SPARK students.

How to Report Absences or Have Extras Questions, Joys, Concerns?

- Contact: Beth Geurin, Extracurricular Programs Director (off site): 770-605-5456, beth@myafterschoolprogram.com
- Primary On-Site Contact: Brandy Harrison, SPAS Aftercare Co-Director (on site):**
brandy@myafterschoolprogram.com 678-699-6643 TEXT PREFERRED
- Kim Bishop, SPAS After Care Owner (off site): 404-433-6126, kim@myafterschoolprogram.com
- Toya Harrison, SPAS Aftercare Co-Director: toya@myafterschoolprogram.com

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Additional Reminders

- The student's personal schedule is available in the Parent Portal. Please confirm it before the extras week begins.
- Make changes to your student's school day dismissal (LINK FOR INSTRUCTIONS: odette.taylor@atlanta.k12.ga.us) by 11 AM the first day of class to make sure your student is transitioned to extras by their school day teacher properly.
- **Parents or caregivers must walk second hour students (Classes in RED below) to the gym extras dismissal area 5 minutes before class and make sure that their instructor or the MASP Extras Coordinator knows the students has arrived. If the student is enrolled in SPAS or a first hour class, they will be transitioned accordingly from after care.**
- **When checking your child's portal schedule, parents should make sure they can arrive for pick-up on time if student is not enrolled in SPAS aftercare. Parents arriving more than 15 minutes after class ends to pick up their student will be charged \$2 per minute, billed to your student's account. Habitual late pickups will result in removal from the class or enrollment as a drop-in student, with additional daily and registration fees.**

Course Name	Days	Times	Start Date	End Date
Basketball with 411 Brand Athletics	Mondays	2:15 PM 3:30 PM	09/08/2025	12/01/2025
Soccer with OT Sports	Mondays	2:15 PM 3:30 PM	09/08/2025	12/01/2025
Kids TV - Video & Film Production	Mondays	2:15 PM 3:45 PM	09/08/2025	12/01/2025
Eco Fashion Design with Vamos Chicos	Mondays	2:15 PM 3:45 PM	09/08/2025	12/01/2025
Tap & Ballet with Studio Go Dance	Tuesdays	2:15 PM 3:30 PM	09/09/2025	12/02/2025
Chess FIRST HOUR with Kid Chess	Tuesdays	2:15 PM 3:30 PM	09/09/2025	12/02/2025
Chess COMBO (both hours) with Kid Chess	Tuesdays	2:15 PM 4:40 PM	09/09/2025	12/02/2025
Yoga with Grounded Kids	Tuesdays	2:15 PM 3:30 PM	09/09/2025	12/02/2025
Tennis Principals with All Star Athletics	Tuesdays	2:15 PM 3:30 PM	09/09/2025	12/02/2025
Chess SECOND HOUR with Kid Chess	Tuesdays	3:40 PM 4:40 PM	09/09/2025	12/02/2025
STEM Velocity Lab	Wednesdays	2:15 PM 3:30 PM	09/10/2025	12/03/2025
Golf with OT Sports	Wednesdays	2:15 PM 3:30 PM	09/10/2025	12/03/2025
Arts & Facts with Vamos Chicos	Wednesdays	2:15 PM 3:45 PM	09/10/2025	12/03/2025
Team Sports with All Star Athletics	Wednesdays	2:15 PM 3:30 PM	09/10/2025	12/03/2025
Girls Rising Strong with Elevated Adolescence	Wednesdays	2:15 PM 3:45 PM	09/10/2025	12/03/2025
Lego Stop Motion Film Academy by Builder Bunch	Thursdays	2:15 PM 3:45 PM	09/11/2025	12/04/2025
Drama with Atlanta Children's Theatre	Thursdays	2:15 PM 3:45 PM	09/11/2025	12/04/2025
Drawing & Comics with Spunky Arts	Thursdays	2:15 PM 3:30 PM	09/11/2025	12/04/2025
Karate Beginners and Advanced with Atlanta Karate	Thursdays	2:15 PM 3:45 PM	09/11/2025	12/04/2025
Robotics Senior with Steam Powered Kids	Fridays	2:15 PM 4:00 PM	09/12/2025	12/05/2025
Robotics Junior with Steam Powered Kids	Fridays	2:15 PM 3:30 PM	09/12/2025	12/05/2025
Magical Clay with Vamos Chicos	Fridays	2:15 PM 3:45 PM	09/12/2025	12/05/2025
Tennis Principals with All Star Athletics	Fridays	2:15 PM 3:30 PM	09/12/2025	12/05/2025
Mixed Media Art with Spunky Arts (K-2)	Fridays	2:15 PM 3:30 PM	09/12/2025	12/05/2025
Drones and Design with Steam Powered Kids	Fridays	4:00 PM 5:00 PM	09/12/2025	12/05/2025