

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 (4 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. **PLEASE SHARE THESE PROGRAM DETAILS, EXPECTATIONS, and PROCEDURES BELOW WITH YOUR STUDENT**

TO HELP PREPARE THEM FOR NEXT WEEK.

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

*ALL LEEP/EXTRACURRICULAR PROGRAMS WITH REGISTRATIONS THROUGH www.myafterschoolprogram.com take place ON THE MARY LIN CAMPUS. MAKE SURE YOUR STUDENT KNOWS THIS IMPORTANT INFORMATION. STUDENTS SHOULD NOT BOARD A BUS TO ANOTHER LOCATION FOR A CLASS THROUGH MY AFTER SCHOOL PROGRAM PARENT PORTAL. THEY WILL STAY ON CAMPUS!

PARENT ACTION ITEMS:

- Please mark your family calendar with all start and end dates and times as shown in your parent portal account.
- **PARENT MUST CHANGE THE END OF SCHOOL DAY DISMISSAL/TRANSPORTATION CHANGE SHEET WITH THEIR STUDENT'S SCHOOL DAY TEACHER:** For the student to be dismissed properly to their Extracurricular/LEED class, parent **MUST** update their student's school day classroom teacher's dismissal form by 12:00 the first day the class meets. Include the dates for the class semester which can be found on the last page of this letter or your student's Parent Portal schedule. **IF this is not done, the student will be sent home via their usual mode of transportation for that day.**
- **IF your student attends iKids AFTERCARE ON SITE,** please make sure that a notification is sent to the iKids afterschool program letting them know which days your student should be transitioned to an extracurricular/LEED class at 2:30/2:45 dismissal for a first hour class and at any second hour class.
- **IF your student attends an OFF-SITE AFTERCARE PROGRAM** that will pick them up at the end of their MLIN/MASP extracurricular LEED class, let them know the pickup location for your student is at the front of the school. That program driver/ after care program name should be listed in your student's **EMERGENCY CONTACTS.**
- Start time for first hour classes will show 2:15 on the schedule. **Please note that from 2:15-2:30 students are dismissed from the MLIN school day and in transition from their school day to their instructors in the AUDITORIUM.** Please remind your student to report to the auditorium directly at dismissal on the days they have a class. They should not stop to chat along the way...

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- IF your student will be absent from an extracurricular class, they should email = **NEW EMAIL FOR EXTRAS/LEED STUDENT ABSENCE NOTIFICATIONS=**

MLIN@myafterschoolprogram.com this goes to Ms.Kelly our new MLIN EXTRAS COORDINATOR

- If an instructor reports an absence to Ms.Kelly and they are not on the school absence or early check-out report, parents of students unaccounted for will be called or texted at the start of the extras class day.
- Instructors and students will transition to their class space at 2:30 after attendance has been taken and absences followed up on.
- Snacks will not be eaten during the LEED/ extracurricular program afternoon.
- All student class schedules can be found on the student schedule on www.myafterschoolprogram.com parent portal.
- All classes take place on site at MARY LIN ELEMENTARY CAMPUS.

PICKUP/DISMISSAL:

- After extras/LEED are over, students that attend iKids aftercare on site will be walked by their instructor to the iKids desk downstairs to be checked in for the day. If your student attends iKids, parent or caregiver should pick student up in their usual iKids dismissal location.
- **MLIN EXTRAS/LEED DISMISSAL AREA: All other students that have an extracurricular class will be dismissed by their instructor at the covered entrance, front doors of the school .** NOTE: Chess will continue to dismiss from the left side doors of the tiny parking lot to the left of the building. Parents should wait in these dismissal locations for their student to be dismissed by their instructor after checking ID and cross-checking against the parent and emergency contacts for that student. PERSON PICKING UP ANY STUDENT SHOULD BRING THEIR ID AND BE ON THE STUDENT'S ACCOUNT IN THE STUDENT PROFILE in your PARENT PORTAL ACCOUNT ON www.myafterschoolprogram.com AS A PARENT or EMERGENCY CONTACT IN ORDER FOR YOUR STUDENT TO BE RELEASED. THIS IS FOR THE SAFETY OF YOUR STUDENT. IF you notice that an instructor is not checking ID at pickup, please notify Beth Geurin, MASP Extracurricular Programs Director at beth@myafterschoolprogram.com so this can be addressed with the instructor and program owner. After the instructors becomes familiar with the regular pick up person, ID may not be asked for. If someone new is picking up, they MUST have ID regardless of the session week..
- 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!!
- The Wednesday before classes begin for this semester, registration is closed online. After that time, you must email beth@myafterschoolprogram.com to inquire about class changes/withdrawals or to inquire about openings in any classes. MOST CLASSES ARE AT CAPACITY. REGISTRATION AND CLASS CHANGES WILL HARD CLOSE FRIDAY, SEPTEMBER 19 at 7PM.
- 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 parent portal until Friday, September 19 at 7 PM. After that, no refunds are made through MASP and inquiries regarding refunds should go to the program provider directly.
- **DO NOT SEND YOUR STUDENT TO A CLASS THEY ARE NOT REGISTERED FOR. DO NOT SEND A STUDENT TO A CLASS THEY ARE ON WAITLIST FOR. PARENT WILL BE CALLED TO PICK THE STUDENT UP.**
- If a school system 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

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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.

PROGRAM ADMIN. CONTACT INFORMATION IS ON THE NEXT PAGE

WHO TO CONTACT ON SITE WHEN CLASSES ARE IN SESSION OR TO MAKE A

NOTIFICATION: Extras/LEED Program Monitor- on site: Ms. Kelly

MLIN@myafterschoolprogram.com or

FOR iKids Directors- on site: Mr. Bradley 404-802-8880

cell: 404-664-6930 (cell service is spotty on campus)

FOR ALL GENERAL EXTRAS/LEED PROGRAM QUESTIONS, CONCERNS,

ACCOUNT QUESTIONS: Beth Geurin, Extracurricular Programs Director (OFF SITE)

Beth@myafterschoolprogram.com

PROVIDER CONTACT INFORMATION: All program owner 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
Christie Kuropatwa	Crochet & Fibers Graphic Novel Drawing Elements Mixed Media	spunkyarts@gmail.com	www.spunkyarts.com
Spring Mason	Drama	info@atlantachildrenstheatre.com	www.atlantachildrenstheatre.com
David Epstein	Tennis, Frisbee, Basketball Flag Football Multi sport	davide@atlcp.org	atlcp.org
Nicole Adams	EIM Dance	nicoleadams@eimdance.com	Eimdance.com
Doug Storm	Atlanta Karate	info@atlantakarate.org	http://atlantakarate.org/about.html
Christine Javier	Stem Velocity Brick Lab	christine@learningridge.com	www.Stemvelocity.com
Krystal Morgan	Chess	krystal.morgan@kidchess.com	www.kidchess.com
Brandon Jolley	Kids TV	info@mobocproductions.com	http://kidstv.mobocproductions.com
Amy Haysman	Grounded Kids Yoga	amy@groundedkids.com	https://groundedkids.com/
Michael Nangle	Arts & Facts Vamos Chicos	info@VamosChicos.com	https://www.vamoschicos.com/

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SECOND HOUR CLASS PARENT REMINDER: All students enrolled in second hour classes (IN RED) must either transition from a first hour class if enrolled, from iKids aftercare program if enrolled OR be brought back to the school by a parent, caregiver or outside aftercare program 5 minutes before the start of class. IT IS UP TO THE PARENT TO ARRANGE CARE FOR THE STUDENT DURING THAT TIME PRIOR TO THE FIRST DAY.

No students are allowed to remain on campus unattended in the hour between school dismissal and their extracurricular class starting.

GENERAL SCHEDULE IS BELOW. YOUR CHILD'S SCHEDULE CAN BE CONFIRMED IN YOUR PARENT PORTAL ACCOUNT on WWW.MYAFTERSCHOOLPROGRAM.COM

CLASS	DAY	TIME	START	END
Expressive Arts Studio with Make 555	Mondays	2:15 PM 3:45 PM	09/08/2025	12/01/2025
Multi Sport with PLAY DAY ON SITE AT MARY LIN	Mondays	2:15 PM 3:45 PM	09/08/2025	12/01/2025
STEM Velocity Lab	Mondays	2:15 PM 3:30 PM	09/08/2025	12/01/2025
Crochet and Fibers with Spunky Arts	Tuesdays	2:15 PM 3:30 PM	09/09/2025	12/02/2025
DANCE1: Ballet and Hip Hop with EIM Dance (K-2)	Tuesdays	2:15 PM 3:30 PM	09/09/2025	12/02/2025
DANCE 2: Jazz and Hip Hop with EIM Dance (3-5)	Tuesdays	2:15 PM 3:30 PM	09/09/2025	12/02/2025
Eco Fashion Design with Vamos Chicos	Tuesdays	2:15 PM 3:45 PM	09/09/2025	12/02/2025
Flag Football with Play Day ON SITE AT MARY LIN	Tuesdays	2:15 PM 3:45 PM	09/09/2025	12/02/2025
Basketball with Play Day ON SITE AT MARY LIN	Wednesdays	2:15 PM 3:45 PM	09/10/2025	12/03/2025
Brick Lab with Stem Velocity	Wednesdays	2:15 PM 3:30 PM	09/10/2025	12/03/2025
Chess COMBO (both hours) with Kid Chess	Wednesdays	2:15 PM 4:40 PM	09/10/2025	12/03/2025
Chess FIRST HOUR with Kid Chess	Wednesdays	2:15 PM 3:30 PM	09/10/2025	12/03/2025
Drama with Atlanta Children's Theatre	Wednesdays	2:15 PM 3:45 PM	09/10/2025	12/03/2025
Graphic Novel & Comics Creation with Spunky Arts	Wednesdays	2:15 PM 3:30 PM	09/10/2025	12/03/2025
Chess SECOND HOUR with Kid Chess	Wednesdays	3:40 PM 4:40 PM	09/10/2025	12/03/2025
Drawing Elements with Spunky Arts	Thursdays	2:15 PM 3:30 PM	09/11/2025	12/04/2025
Kids TV - Video & Film Production	Thursdays	2:15 PM 3:45 PM	09/11/2025	12/04/2025
Ultimate Frisbee with Play Day ON SITE AT MARY LIN	Thursdays	2:15 PM 3:45 PM	09/11/2025	12/04/2025
Yoga with Grounded Kids	Thursdays	2:15 PM 3:30 PM	09/11/2025	12/04/2025
Arts & Facts with Vamos Chicos	Fridays	2:15 PM 3:45 PM	09/12/2025	12/05/2025
Crochet and Fibers with Spunky Arts	Fridays	2:15 PM 3:30 PM	09/12/2025	12/05/2025
Karate Beginners and Advanced with Atlanta Karate	Fridays	2:15 PM 3:45 PM	09/12/2025	12/05/2025
TENNIS with Play Day ON SITE AT MARY LIN	Fridays	2:15 PM 3:45 PM	09/12/2025	12/05/2025

We hope your student enjoys their extracurricular Programs this semester. MASP is happy to be the coordinator of Mary Lin Extras/LEED Programs!

Beth Geurin | MASP Extracurricular Programs Director
770-605-5456 | beth@myafterschoolprogram.com