

Winter-Spring 2025 Parent Welcome Letter

Mary Lin Elementary Extras/LEEP 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. Do not send your student to a class they are waitlisted for in the portal or not registered for. For programs specifics, concerns, etc. reach out to the instructor shown at the bottom of this letter.

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.

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

***ALL MASP EXTRAS (LEEP) PROGRAMS WITH REGISTRATIONS THROUGH www.myafterschoolprogram.com take place ON THE MARY LIN CAMPUS. MAKE SURE YOUR STUDENT KNOWS THIS IMPORTANT INFORMATION. THEY WILL NOT BOARD A BUS TO ANOTHER LOCATION FOR A CLASS SHOWING THROUGH MY AFTER SCHOOL PROGRAM PARENT PORTAL.**

PARENT ACTION ITEMS:

- Please mark your family calendar with all start and end dates and times as shown in your parent portal account.
- **TRANSPORTATION CHANGE/NOTES TO TEACHERS:** Parent should updated their student's school day classroom teacher's dismissal form by 1:00 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.
- **ADDITIONALLY,** 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 a MASP extracurricular/LEEP 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 class, let them know the new pickup location for your student. 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. **NEW THIS YEAR! 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 them 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 =EMAIL FOR MASP EXTRAS at MLIN ABSENCE NOTIFICATIONS= ashley.mason@atlanta.k12.ga.us**
- If an instructor reports an absence to Ms. Mason, parents of students unaccounted for will be called before 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 LEEP/ extracurricular program afternoon.
- All student class schedules can be found on the student schedule on www.myafterschoolprogram.com parent portal.
- **All classes for your student can be found in your student's profile in your parent portal account on www.myafterschoolprogram.com take place at the Mary Lin Elementary campus.**

PICKUP/DISMISSAL:

- BEFORE LEEP/Extras walker/Extras carpool dismissal, any student 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.
- **EXTRAS/LEEP DISMISSAL AREA:** All other students that have an extracurricular class will be dismissed by their instructor at the front entrance of the school (Except for Chess). Parents should wait there near the benches behind the cone designated for their student's class for their student to be dismissed by their class instructor; they will ask for ID* . **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.
- 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!!*
- **Registration for this semester is closed online as of WED JANUARY 22 at 7PM. 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.**
- Class refunds will only be given by MASP Extracurriculars at rate of class fee minus \$50 once a registration for a student has been completed in the registration system parent portal until Friday, February 7 at 7 PM. After that, no refunds are made through MASP Extracurriculars and inquiries regarding refunds should go to the program provider directly.
- Class changes will be made until Friday, February 7 at 7 PM and after that, no changes will be made. The \$10 class change fee applies.
- **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 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

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WHO TO CONTACT ON SITE WHEN CLASSES ARE IN SESSION OR TO MAKE A NOTIFICATION: **Extras/LEEP Program Monitor- on site: Ms. Mason 404-802-8850**

OTHER HELPFUL ON SITE CONTACTS:

iKids Directors- on site: Mr. Bradley 404-802-8880 cell: 404-664-6930 (cell service is spotty on campus)

FOR ALL GENERAL PROGRAM QUESTIONS, CONCERNS, ACCOUNT QUESTIONS:

Beth Geurin, Extracurricular Programs Director (float between schools) 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@atlantastudentrenstheatre.com	www.atlantastudentrenstheatre.org
David Epstein	Run Club, Frisbee, Basketball Flag Football Multi sport	davide@atlcp.org	atlcp.org
Ericka Shannon	Dance	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	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/

GENERAL PROGRAM SCHEDULE IS ON THE NEXT PAGE; YOUR STUDENT'S

SCHEDULE CAN BE FOUND IN YOUR PARENT PORTAL ACCOUNT ON

www.myafterschoolprogram.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.

Course Name	Start Date	End Date	Days	Times
STEM Velocity Lab	01/27/2025	04/28/2025	Mondays	2:15 PM 3:30 PM
Multi Sport with PLAY DAY ON SITE AT MARY LIN	01/27/2025	04/28/2025	Mondays	2:15 PM 3:45 PM
Crochet and Fibers with Spunky Arts	01/28/2025	04/29/2025	Tuesdays	2:15 PM 3:30 PM
Dance with Neighborhood Ballet in Motion (K-5)	01/28/2025	04/29/2025	Tuesdays	2:15 PM 3:30 PM
Flag Football with Play Day ON SITE AT MARY LIN	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 with Play Day ON SITE AT MARY LIN	01/29/2025	04/30/2025	Wednesdays	2:15 PM 3:45 PM
Drama with Atlanta Children's Theatre	01/29/2025	04/30/2025	Wednesdays	2:15 PM 3:45 PM
Graphic Novel & Comics Creation with Spunky Arts	01/29/2025	04/30/2025	Wednesdays	2:15 PM 3:30 PM
Master Builders with Bricks 4 Kidz	01/29/2025	04/30/2025	Wednesdays	2:15 PM 3:45 PM
Chess FIRST HOUR with Kid Chess	01/29/2025	04/30/2025	Wednesdays	2:15 PM 3:30 PM
Chess COMBO (both hours) with Kid Chess	01/29/2025	04/30/2025	Wednesdays	2:15 PM 4:40 PM
Chess SECOND HOUR with Kid Chess	01/29/2025	04/30/2025	Wednesdays	3:40 PM 4:40 PM
Mixed Media Art with Spunky Arts	01/29/2025	04/30/2025	Wednesdays	3:45 PM 4:45 PM
Kids TV - Video & Film Production	01/30/2025	05/01/2025	Thursdays	2:15 PM 3:45 PM
Drawing Elements with Spunky Arts	01/30/2025	05/01/2025	Thursdays	2:15 PM 3:30 PM
Ultimate Frisbee with Play Day ON SITE AT MARY LIN	01/30/2025	05/01/2025	Thursdays	2:15 PM 3:45 PM
Crochet and Fibers with Spunky Arts	01/31/2025	05/02/2025	Fridays	2:15 PM 3:30 PM
Arts & Facts with Vamos Chicos	01/31/2025	05/02/2025	Fridays	2:15 PM 3:45 PM
Run Club with Play Day ON SITE AT MARY LIN	01/31/2025	05/02/2025	Fridays	2:15 PM 3:45 PM
Karate Beginners and Advanced with Atlanta Karate	01/31/2025	05/02/2025	Fridays	2:15 PM 3:45 PM

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

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

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