

PARENT WELCOME LETTER

rev 9.8.26

Welcome to the Mary Lin Elementary Extracurricular Programs (LEEP)! We are excited to begin this session and are looking forward to a fun semester. Please read this entire message carefully. It contains important information about student schedules, the transition from the school day to LEEP, attendance, dismissal, pickup procedures, and registration policies. If you have questions after reading this letter, email beth@myafterschoolprogram.com . ~ Beth Geurin | My After School Program, coordinator of MLIN LEEP

IMPORTANT: CHECK YOUR STUDENT'S ENROLLMENT

Before classes begin, please log in to your Parent Portal at www.myafterschoolprogram.com to confirm your student's schedule, class days, start times, and especially **class end times**.

If your student's schedule shows **"WAITLISTED"** in the Parent Portal dashboard, your student is **not enrolled in that class** and there are currently no available spaces. **Do not send your student to a class for which they are waitlisted.**

ALL LEEP CLASSES TAKE PLACE AT MARY LIN

All classes registered through the My After School Program Parent Portal take place on the Mary Lin Elementary campus. Students should not board a bus to another location for a LEEP class. They will remain on the Mary Lin campus for their extracurricular program.

Please share logistics of the day and the procedures with your student before classes begin so they understand where to go and what to expect when the school day ends.

NEW PROCESS!! PARENT END OF SCHOOL DAY DISMISSAL TO LEEP RESPONSIBILITY- PLEASE READ ALL AND FOLLOW THE BELOW INSTRUCTIONS

There is a new dismissal process for dismissal to LEEP this session. **All parents must update their student's dismissal plan in Pikmykid for each day the student will attend LEEP/MASP.** In Pikmykid, select **"AFTER SCHOOL"** as the pickup mode and then select **"LEEP/MASP"** from the Program drop-down menu. LEEP/MASP is one general program category and is not assigned by individual class.

Parents should select **"Repeat Weekly"** so the dismissal plan remains in place for the semester, through the week of **December 7, 2026**. This update must be completed before LEEP classes begin. If Pikmykid has not been updated, your student will be dismissed using their default transportation or dismissal method for that day.

If you have questions about PikMyKid end of school dismissal, please contact the Mary Lin Elementary front office.

"DISMISSAL AFTER LEEP" PROCESS IS ON PAGE 2

STUDENT TRANSITION FROM THE SCHOOL DAY TO LEEP

First-hour LEEP classes will show a **2:15 PM start time** on the schedule. Please understand that students are transitioning from the school day to LEEP between approximately **2:15 and 2:30 PM**. At dismissal, students should report directly to the **auditorium**, where they will meet their LEEP instructor. Please remind your student not to stop along the way to chat with friends or make other stops, as they need to report directly to the auditorium.

Attendance will be taken by LEEP instructors when students arrive. A member of the Mary Lin staff will assist with check-in, and absences will be reported and followed up on. If an instructor reports that a student is absent and the student is not listed on the school's absence or early checkout report, the parent may be called or texted at the beginning of the LEEP class period to make sure the student's location is accounted for.

Once attendance has been taken and any attendance questions have been addressed, instructors and students will transition to their class spaces at approximately **2:30 PM**.

LEEP ABSENCES

If your student will be absent from a LEEP class, please notify us in advance by emailing MLIN@myafterschoolprogram.com and beth@myafterschoolprogram.com. Please include your student's **first and last name, the school they attend, and the LEEP class they will miss**. This notification allows the LEEP coordination team to account for your student and prevents unnecessary calls or texts to families.

SNACKS

Snacks will **not be eaten during the LEEP program afternoon**. Please plan accordingly.

DISMISSAL AFTER LEEP

At the end of the student's LEEP class, the dismissal process will depend on the student's after-school arrangement. This is not something that you activate in PikMyKid. That is the end of SCHOOL DAY dismissal app.

Students who attend **iKids on the Mary Lin campus** should have their parents notify iKids in advance of the days they will be attending LEEP. At the end of the LEEP class, the LEEP instructor will walk the student to the iKids desk downstairs, where the student will be checked into the program for the day.

Students who attend an **off-site aftercare program** will be released to the designated aftercare pickup person at the front of the school. Parents should make sure the aftercare provider knows their student's LEEP schedule and class end time, as classes have different dismissal times. Some classes end at **3:30 PM or 3:45 PM**, CHECK CHILD SCHEDULE FOR END TIMES. **OFF SITE AFTERCARE FAMILIES: The person picking student up from off site aftercare (ex. Horizons, Contact Point) should be listed and tagged emergency contact in the student's relationship list to pick up. They should bring ID.**

Students being picked up directly by a **parent or guardian** will be dismissed by their LEEP instructor at the **front doors of the school**. Students will remain inside while the instructor verifies the pickup person's identification and checks the person's name against the student's approved pickup list.

Students in grades 3-5 whose parents indicated they would be a walker after MLIN LEEP will be released from the front doors during dismissal.

APPROVED PICKUP PERSONS AND ID REQUIREMENTS

Anyone picking up a student directly from a LEEP class must **bring a valid ID and be listed as a parent or emergency contact in the student's profile** in the My After School Program Parent Portal. This is an important safety requirement and ensures that students are only released to individuals authorized by their parent or guardian. In our system, Emergency Contacts = Approved Pickup Persons

Parents should bring their ID **every day** when picking up their student. Once instructors become familiar with a regular pickup person, they may not request to see the ID every time; however, anyone who is new to the pickup process **must have valid ID**, regardless of how far into the semester the class has progressed.

Please be patient during the first two weeks of classes. There may be delays while instructors, students, and families become familiar with the new dismissal and pickup procedures. We appreciate your patience as we work to establish a safe and efficient process.

REGISTRATION, CLASS CHANGES AND WITHDRAWALS

Online registration closes **Wednesday, September 9 at 12:00 PM**. Between September 9 and September 25, parents may email Beth@myafterschoolprogram.com to ask about available openings, request a class change, or request a withdrawal. All requests must be received no later than **Friday, September 25 at 7:00 PM**. There are very few openings.

Class withdrawals and changes are available through **Friday, September 25 at 7:00 PM** once the student's registration has been completed in the Parent Portal. Refunds will be issued at the class fee minus a **\$50 fee**. Class change fee is \$10. After the September 25 deadline, MASP will not issue refunds. Any refund questions after that date should be directed to the individual class provider.

CLASS CANCELLATIONS

If a class must be cancelled because of an instructor absence, the provider will make every effort to schedule a makeup class at the end of the semester. If a makeup class cannot be scheduled, the provider may offer a credit toward a future class or a refund, depending on the provider's individual policy.

IMPORTANT CONTACT INFORMATION

For on-site questions when LEEP classes are in session, or to report a student absence, please contact **Ms. Morgan, the on-site LEEP Program Dismissal Monitor**, at MLIN@myafterschoolprogram.com or text beth@myafterschoolprogram.com

If you cannot reach Ms Morgan, call the front office at Mary Lin and leave a message for Ms. Morgan, Extras Coordinator and they will get the message to her. 404-802-8850 (landline).

For questions specifically related to iKids, please contact **Ms. Cee, Director on Site**, at **404-802-8880 (landline)** or **404-484-1621**. Alternate contact for iKids: **Ms. Chameka 770-875-0001**

Texting may be best for these contacts except where landline is noted.

OFF SITE: For general LEEP/MASP questions, concerns, registration issues, class changes, withdrawals, schedule questions, or assistance reaching a program provider, please contact **Beth Geurin, Extracurricular Programs Director**, at Beth@myafterschoolprogram.com or **770-605-5456**. Text is best for urgent or time-sensitive questions.

FINAL REMINDERS

Before your student's first LEEP class, please confirm their schedule and class end times in the Parent Portal, make the required dismissal update in Pikmykid, and make sure all approved pickup persons are correctly listed in your student's profile.

Most importantly, **do not send your student to a class that shows "WAITLISTED."** A waitlisted student is not enrolled and does not have a space in the class.

Thank you for taking the time to read these procedures and for helping us make LEEP a safe, organized, and enjoyable experience for all of our students.

GENERAL FALL 2026 LEEP SCHEDULE

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.

LEEP Course Name	Days	Times	Start Date	End Date
STEM Velocity Lab	Mondays	2:15 PM 3:30 PM	09/14/2026	12/07/2026
Multi Sport with PLAY DAY ON SITE AT MARY LIN	Mondays	2:15 PM 3:45 PM	09/14/2026	12/07/2026
Magical Clay with Vamos Chicos	Mondays	2:15 PM 3:45 PM	09/14/2026	12/07/2026
Crochet and Fibers with Spunky Arts	Tuesdays	2:15 PM 3:30 PM	09/15/2026	12/08/2026
DANCE1: Ballet and Hip Hop with EIM Dance (K-2)	Tuesdays	2:15 PM 3:30 PM	09/15/2026	12/08/2026
DANCE 2: Jazz and Hip Hop with EIM Dance (3-5)	Tuesdays	2:15 PM 3:30 PM	09/15/2026	12/08/2026
Flag Football with Play Day ON SITE AT MARY LIN	Tuesdays	2:15 PM 3:45 PM	09/15/2026	12/08/2026
Eco Fashion Design with Vamos Chicos	Tuesdays	2:15 PM 3:45 PM	09/15/2026	12/08/2026

Chess FIRST HOUR with Kid Chess	Wednesdays	2:15 PM 3:30 PM	09/16/2026	12/09/2026
Chess COMBO (both hours) with Kid Chess	Wednesdays	2:15 PM 4:40 PM	09/16/2026	12/09/2026
Chess SECOND HOUR with Kid Chess	Wednesdays	3:40 PM 4:40 PM	09/16/2026	12/09/2026
Graphic Novel & Comics Creation with Spunky Arts	Wednesdays	2:15 PM 3:30 PM	09/16/2026	12/09/2026
Brick Lab with Stem Velocity	Wednesdays	2:15 PM 3:30 PM	09/16/2026	12/09/2026
Basketball with Play Day ON SITE AT MARY LIN	Wednesdays	2:15 PM 3:45 PM	09/16/2026	12/09/2026
Drama with Atlanta Children's Theatre	Wednesdays	2:15 PM 3:45 PM	09/16/2026	12/09/2026
Spanish Club: Mi Familia with Brilliant Bilingual	Thursdays	2:15 PM 3:30 PM	09/17/2026	12/10/2026
Drawing Elements with Spunky Arts	Thursdays	2:15 PM 3:30 PM	09/17/2026	12/10/2026
Yoga with Grounded Kids	Thursdays	2:15 PM 3:30 PM	09/17/2026	12/10/2026
Soccer with Play Day ON SITE AT MARY LIN	Thursdays	2:15 PM 3:45 PM	09/17/2026	12/10/2026
Kids TV - Video & Film Production	Thursdays	2:15 PM 3:45 PM	09/17/2026	12/10/2026

Fiber Arts with Spunky Arts	Fridays	2:15 PM 3:30 PM	09/18/2026	12/11/2026
Arts & Facts with Vamos Chicos	Fridays	2:15 PM 3:45 PM	09/18/2026	12/11/2026
TENNIS with Play Day ON SITE AT MARY LIN	Fridays	2:15 PM 3:45 PM	09/18/2026	12/11/2026
Karate Beginners and Advanced with Atlanta Karate	Fridays	2:15 PM 3:45 PM	09/18/2026	12/11/2026

