

MASP/ MAS Extras Parent Welcome Letter

Welcome to Winter-Spring '26 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 to view your child's personal schedule. Do not send your child to a class they are wait-listed 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.**

Parent Responsibilities and Important Information

1. Calendar and Schedules:

- Mark your family calendar with all start and end dates and times.
- **Confirm schedules in your parent portal account, child profile, on <http://www.myafterschoolprogram.com> .**

2. Behavior Expectations:

- Discuss with your child that good behavior is required to remain in their extracurricular class. Students are expected to follow MES and MAS Aftercare handbook, found on our homepage under PARENT HANDBOOK tab.
- Instruct your child to report directly to the school gym after the school dismissal announcements calls for their extracurricular class, on the day class meets so they can meet their instructor, attendance can be taken and class can begin on time.

3. Dismissal Procedures:

- The days your student will have an extras class, parent must update the student's end-of-school dismissal information using the Pik My Kid app for all extracurricular students, including full-time MAS aftercare students. (LINK FOR THIS IS BELOW)

- **PARENT END OF SCHOOL DAY DISMISSAL RESPONSIBILITY: UPDATE CHILD END OF SCHOOL DAY DISMISSAL in PIK MY KID.** 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 2025 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**

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4. Special Needs and Information:

- o Email beth@myafterschoolprogram.com if your child has any special needs or behaviors that need to be addressed. This includes in-class behavior plans, sensory issues, allergies, fears, etc.. Keeping us in the loop makes for a more successful class experience AND keeps the instructor informed of any special techniques that may be used to ensure the best and safest class experience. Programs do their best to meet the needs of the child when possible and provide inclusive programming for each student. Safety and fun are our main priorities!

5. General Logistics:

- o First-hour classes start at 2:15 PM, with a transition period from end of school day and to complete our attendance process from 2:15-2:30 PM.
- o Students are released to extracurriculars via school announcements and their classroom teachers.
- o Attendance is taken, and absences are reported to parents.
- o After attendance is taken and all students are accounted for, the students transition with their instructor to their class space.
- o **Second Hour Classes:** Students in second-hour classes must transition from a first-hour class, MAS aftercare, or be brought back to the school by a parent or caregiver. Students may not remain on campus unattended in the hour between school dismissal and second hour class beginning. PARENT SHOULD ensure childcare is in place for the hour between school dismissal and the start of the second-hour class. Parents, if bringing your student back to campus for a second hour class, please have second hour students at the gym to meet their instructors 10 minutes before class start time.

6. Snacks:

- o Snacks are not provided during the extracurricular program and cannot be eaten in the gym or the extracurricular program class spaces. If picking up your child after their class, bring a snack for them. Students returning to MAS after are after class time ends will be giving their snack if attending MAS that day.

7. Absence Notifications:

- o Notify by text Alexis (404-416-7179) and Beth (770-605-5456) by 2:00 PM if your child will be absent. Include CHILD NAME, SCHOOL THEY ATTEND (we have 6!) and CLASS THEY WILL MISS.
OR
- o Email those details to alexis@myafterschoolprogram.com and beth@myafterschoolprogram.com .

8. Pickup and Dismissal:

- o PICKUP FROM EXTRAS IS AT THE GYM DOORS. **Parents and Caregivers- do not park on campus for pickup. Use the parking lot at Haygood Methodist and walk over to campus gym. This is at the request of the MES school Administration.**
- o Bring your ID for verification at time of pick up. Students can only be picked up by a listed parent or emergency contact in the CHILD profile in your parent portal account on www.myafterschoolprogram.com. Emergency Persons= Parent Approved pickup persons. In the CHILD not PARENT profile. We do not have access to your child's approved pick up persons in the school computer system. MASP/MAS Extras is a separate business and we have our own system. Add any regular pickup persons to your child's profile in the Parent Portal.

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- Parents, please arrive on time for pick-up, but no earlier than 10 minutes before class end time. Check your child's schedule in the Parent Portal for dismissal times. The first two weeks, this process may not be as timely as we adjust to the new processes, new instructors and new students getting used to the end of class clean-up processes and transitions involved in the afternoon. Your patience and understanding is appreciated.
- Full-time MAS aftercare students will be dismissed back to MAS aftercare.
- **Emergency Pick-up Situations:** If someone other than the parent or listed contacts will pick up your child, notify Beth and Alexis by 3:00 PM by text.

9. Class changes and class make up policy:

- Registration will be closed online WED, JAN 21 at 7PM for the semester.
- Class refunds and changes have specific deadlines. MASP will not make any changes or provide any system refunds after Friday, FEB 6 at 7PM.
- In case of school system extended shutdowns, programs will be put on hold.
- If a class is missed due to instructor absence, the class will be made up at the end of semester, or the provider will issue a refund (Refund will be issued ONLY IF THE CLASS CANNOT BE MADE UP by adding a week on at the end of the semester).
- While classes missed due to school closures are not required to be made up. However, if there are classes that do not meet week 1 due to weather and school closings, we will add a class on at the end of the semester. If school is closed, no extras meet that day.

10. Contact Information:

- **Alexis Williams, MAIN CONTACT, ON SITE MAS Extras Coordinator, 404-416-7179, alexis@myafterschoolprogram.com**
- Beth Geurin, off site, Director of Extracurriculars, 770-605-5456, beth@myafterschoolprogram.com
- Patricia Sherman, on site, MAS Aftercare Director, 770-896-7794, patricia@myafterschoolprogram.com
- Kim Bishop, off site, MASP Program Owner, 404-433-6126, kim@myafterschoolprogram.com

11. General Schedule and Reminders:

- The general schedule for the semester is on page 4; **confirm your child's schedule in your parent portal account on www.myafterschoolprogram.com, CHILD PROFILE.**
- **If a child is waitlisted, they are NOT enrolled in the class. Do not send them to class.** This means we are at total day capacity or class capacity, and there are no additional spaces.
- If you need to make a class change or request a system withdrawal, parent must do so by Friday, FEB 6 at 7PM. After that time, MASP will not refund or make class changes.

GENERAL SCHEDULE ON NEXT PAGE; CONFIRM YOUR CHILD'S PERSONAL SCHEDULE IN YOUR PARENT PORTAL ACCOUNT ON WWW.MYAFTERSCHOOLPROGRAM.COM

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PARENT BRINGING BACK SECOND HOUR STUDENTS SHOULD DROP OFF STUDENTS TO INSTRUCTORS (do not drop off child on their own) AT THE GYM DOORS. **All students enrolled in second hour classes, in RED are not dismissed to their class at the end of the school day. Students enrolled in second hour classes must either transition to their second hour class from a first hour extracurricular if enrolled, from MAS aftercare if enrolled or be brought back to the gym doors by a parent or caregiver 10 minutes before class start time to meet their instructor. Students may not stay on campus unattended, in the office or in their school day classroom in the hour between school day dismissal and their 2nd hour extracurricular program starting.** Questions? Email beth@myafterschoolprogram.com

GENERAL SCHEDULE

CLASS	DAY	START	END	TIME
Drama with Atlanta Children's Theatre	Mondays	01/26/2026	04/27/2026	2:15 PM 3:45 PM
Arts & Facts with Vamos Chicos	Mondays	01/26/2026	04/27/2026	2:15 PM 3:45 PM
Graphic Novel & Comics Creation with Spunky Arts	Mondays	01/26/2026	04/27/2026	2:15 PM 3:30 PM
Drawing Elements with Spunky Arts	Mondays	01/26/2026	04/27/2026	2:15 PM 3:30 PM
Team Sports with All Star Athletics	Mondays	01/26/2026	04/27/2026	2:15 PM 3:30 PM
ROBO-MES JR with Make 555	Mondays	01/26/2026	04/27/2026	2:15 PM 3:30 PM
Basketball Level 1 (first hour) with 411 Brand Athletics	Tuesdays	01/27/2026	04/28/2026	2:15 PM 3:30 PM
Lacrosse 411 Brand Athletics	Tuesdays	01/27/2026	04/28/2026	2:15 PM 3:30 PM
Kids TV - Video & Film Production	Tuesdays	01/27/2026	04/28/2026	2:15 PM 3:45 PM
Eco Fashion Design with Vamos Chicos	Tuesdays	01/27/2026	04/28/2026	2:15 PM 3:45 PM
Basketball Level 2 (second hour) with 411 Brand Athletics	Tuesdays	01/27/2026	04/28/2026	3:40 PM 4:40 PM
ROBO-MES JR with Make 555	Wednesdays	01/28/2026	04/29/2026	2:15 PM 3:30 PM
Soccer with 411 Brand Athletics	Wednesdays	01/28/2026	04/29/2026	2:15 PM 3:30 PM
Tap & Ballet with Studio Go Dance	Wednesdays	01/28/2026	04/29/2026	2:15 PM 3:30 PM
TONCHU Martial Arts Academy	Wednesdays	01/28/2026	04/29/2026	2:15 PM 3:45 PM
Magical Clay with Vamos Chicos	Wednesdays	01/28/2026	04/29/2026	2:15 PM 3:45 PM
Hip Hop with Studio Go Dance	Wednesdays	01/28/2026	04/29/2026	3:40 PM 4:40 PM
STEM Velocity Lab	Thursdays	01/29/2026	04/30/2026	2:15 PM 3:30 PM
ROBO-MES SR with Make 555	Thursdays	01/29/2026	04/30/2026	2:15 PM 3:30 PM
Yoga with Grounded Kids	Thursdays	01/29/2026	04/30/2026	2:15 PM 3:30 PM
Tennis Principals with All Star Athletics	Thursdays	01/29/2026	04/30/2026	2:15 PM 3:30 PM
STE(A)M CRAFT with STEM Velocity	Thursdays	01/29/2026	04/30/2026	2:15 PM 3:45 PM
Drones Grades 4-5 with Make 555	Thursdays	01/29/2026	03/26/2026	3:30 PM 4:30 PM
3D LEGO® Sculpture with Builder Bunch	Fridays	01/30/2026	05/01/2026	2:15 PM 3:45 PM
Chess FIRST HOUR with Kid Chess	Fridays	01/30/2026	05/01/2026	2:15 PM 3:30 PM
Chess COMBO (both hours) with Kid Chess	Fridays	01/30/2026	05/01/2026	2:15 PM 4:40 PM
Tennis Principals with All Star Athletics	Fridays	01/30/2026	05/01/2026	2:15 PM 3:30 PM
Flag Football Level 1 (first hour) with 411 Brand Athletics	Fridays	01/30/2026	05/01/2026	2:15 PM 3:30 PM
Flag Football Level 2 (second hour) with 411 Brand Athletics	Fridays	01/30/2026	05/01/2026	3:40 PM 4:40 PM
Chess SECOND HOUR with Kid Chess	Fridays	01/30/2026	05/01/2026	3:40 PM 4:40 PM