

# **WINTER-SPRING 2026 SAS Extracurricular Programs**

## **Parent Welcome Letter**

Welcome to SAS/MASP Extracurricular Programs! We are excited are ready to have fun! Below you will find details of afternoon logistics, how to notify school of your student's end of school day dismissal to an extracurricular, and logistics of the afternoon. If you have questions not answered in this letter, email [beth@myafterschoolprogram.com](mailto:beth@myafterschoolprogram.com). Be sure to include STUDENT FIRST AND LAST NAME AND SCHOOL STUDENT ATTENDS (we have 6!) and your questions!

### **PARENT RESPONSIBILITY ACTION ITEMS (PLEASE READ ALL):**

- **END OF SCHOOL DISMISSAL CHANGE PROCESS:** The first day student has an extracurricular class for the semester-class- The parent or caregiver MUST write a note to the student's school day classroom teacher and front office letting them know that the student will have an extracurricular class that day THROUGH the last day of the class. This should be done for each first day for each extras class, the FIRST day of the class only.  
**INTERMEDIATE CAMPUS STUDENTS WILL BE BUSSSED TO THE PRIMARY CAMPUS ON APS BUSSES.**  
**PARENTS INCLUDE THESE BUS NUMBERS IN YOUR NOTES TO SCHOOL DAY TEACHERS:** Students transitioning from the Intermediate Campus should include after care bus numbers #1071-3<sup>rd</sup> Grade Boys and Girls, #1004 4-5<sup>th</sup> Grade boys, #1030 4<sup>th</sup> Grade Girls, #1051 5<sup>th</sup> Grade Girls in the note to teachers. If this dismissal from the school day note is not done, your student will be dismissed in their usual, established way in the school's dismissal system.
- **FOR STUDENTS THAT ARE ENROLLED IN SAS AFTER CARE FULL-TIME**, you do not need to write a note to the student's classroom teacher. They will continue to dismiss to SAS aftercare and SAS aftercare will transition them to their extracurricular class.
- **PARENT MUST UPDATE PARENT AND EMERGENCY CONTACTS IN STUDENT PROFILE IN PARENT PORTAL ON WWW.MYAFTERSCHOOLPROGRAM.COM** Parents should make sure your student's emergency contacts are updated **in the student's Parent Portal account on www.my afterschoolprogram.com**. Instructors should not release student to individuals not listed as a parent or emergency contact in your STUDENT'S PROFILE in your Parent Portal account.
- **BRING ID AT PICKUP TIME FOR EXTRAS:** Parents and anyone picking up a student should be prepared to show ID EVERY TIME a student is picked up. Person picking up must be listed as a parent or emergency contact for student to be released. There may be a substitute for the student's class and the safety of each student is our first concern. Inconvenient, maybe. For the safety of all, definitely!
- **ABSENCE NOTIFICATIONS to EXTRAS:** IF YOUR STUDENT WILL BE ABSENT FROM A CLASS, TEXT YOUR MAIN EXTRAS ON SITE CONTACT: Ms. Cynthia, Extras Program Coordinator at 404-985-7860 AND 404-693-5310 SAS aftercare (Co-Directors Lia and Angel) by 1:45 TO LET THEM KNOW YOUR STUDENT WILL BE ABSENT SO WE ARE NOT EXPECTING THEM. FRONT OFFICE AND SCHOOL DAY CLASSROOM TEACHERS DO NOT SHARE SCHOOL DAY ABSENCE INFORMATION WITH US. Parents of absent students will be called by Ms. Cynthia our Program Coordinator after instructors report the names to our program monitor by 2:30 each day.

### **ALL THINGS DISMISSAL and MORE:**

- All classes take place at the Primary Campus at 370 Old Ivy Road; this is also where classes dismiss from
- At the *end of the school day*, **Intermediate Campus Extracurricular students** will be the first students to be dismissed from their site's school day via afternoon announcements to APS busses: **from the Intermediate Campus bus numbers #1071-3<sup>rd</sup> Grade Boys and Girls, #1004 4-5<sup>th</sup> Grade boys, #1030 4<sup>th</sup> Grade Girls, #1051 5<sup>th</sup> Grade Girls in the note to teachers.** Students will be bussed to the Primary Campus after school each afternoon with the SAS after care students the day they have a class. On arrival to Primary campus, they must report directly to the GYM for attendance and to meet their instructor who will be identified holding a sign with the class name. Remind your student to report immediately to the gym when they get off bus at the Intermediate campus- no stopping to chat! We have a short period of time to take attendance and the transition from IC to PRIMARY campus is tight. The program instructor and our staff program monitor, Ms. Cynthia are taking attendance and we need the Intermediate students to report to GYM, walking quickly after getting off the bus so we know they are on site.

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- **Primary Campus extracurricular students** will be dismissed via afternoon school announcements to go to the GYM to check in and meet their instructor and attendance will be taken for their extracurricular class. There will be either a school day adult or a SAS staff person to assist with this transition of the PRIMARY students.
- **ONCE IN THE GYM-** the instructors will be waiting, holding a sign with the class name and student attendance will be taken. Around 2:30-2:35 all students will transition with their instructor to the restroom and then their class space once all students are accounted for..
- **NO SNACKS DURING EXTRAS-** No snacks are to be consumed during the Extracurricular Programs time. SAS aftercare Full-Time students will be provided their snack after their extracurricular program has met for the day. If a SAS Drop-In student will go to aftercare the day their class meets (the drop-in fee will apply for this day) they will be provided a snack after their extracurricular program has met for the day. Students not enrolled in aftercare full-time or attending that day for aftercare drop-in- parents should either reach out to the school day teacher and see if they will allow for a snack before dismissal in the classroom or parents are encouraged to have one for the student once they have been picked up in carpool at the end of their class.
- **END OF EXTRAS DISMISSAL- ALL FULL TIME SAS after care students AND Drop In students attending SAS the day they have an extras class will return to SAS at the end of their extracurricular class.** If you want your full time SAS aftercare student to go to Extras dismissal carpool at the end of their class, please text the SAS aftercare Director Ms Angel at 404-693-5310 by 2:45 the day the student has a class. At end of extras classes, students that will return to the SAS aftercare program will be met by a member of the aftercare staff near the front office so that they can transition back to SAS before all other students transition with the instructor to the carpool/walker dismissal area in the bus lanes.
- **DISMISSAL LOCATION & PROCESS FROM EXTRAS:** Parents should park in the back parking lot (where Primary campus carpool takes place) HOWEVER, Extras parent or caregiver will walk up to the cafeteria doors-BRING ID! We will have cones with your student's class name on them outside the cafeteria dismissal doors. Instructors will dismiss from 2 doors of cafeteria so it does not get too crowded. Students will remain seated in the cafeteria while instructors check ID and cross check with parent or emergency contact shown for the student in our system. Once ID is confirmed, student will be released to their pick-up person.
- **PICK UP PERSONS and ID CHECK:** Students must wait until their instructor has dismissed their student. BRING ID SO Instructor can cross check ID with persons parent has added as an approved pick up person. Safety is our #1 priority! Please be patient; instructors do not know everyone and may not be aware of pickup restrictions.  
**All persons picking up a student should be listed as parent or an emergency contact person in your student's profile, parent portal account on [www.my afterschoolprogram.com](http://www.my afterschoolprogram.com).** Pick up person should BE PREPARED TO SHOW ID AT ANY TIME. This is for your student's safety- the instructors do not know you or your caregivers these first few weeks of programming. We do not want to release student to just anyone.
- **LAST MINUTE PICKUP PERSON CHANGES:** IF there is an emergency and someone other than a person listed as a contact in the student profile, the parent should notify Ms Cynthia, Extracurriculars Program Coordinator at 404-985-7860 (TEXT IS BEST) no later than 3:00 with the name of the person picking up the student and that person's cell number. **THIS INDIVIDUAL IS REQUIRED TO SHOW A VALID ID to pick up your student.**
- **Parent Agreement Reminders from Registration:**  
**Online registration closed WED JAN 21 at 7PM.** After that, until February 6, email beth@myafterschoolprogram to see if there are any openings. Students set to extras and not enrolled, parent will be called for pick-up. Do not send students not enrolled in the class. Do not send students waitlisted.  
**CLASS REFUNDS/WITHDRAWALS** will only be given at rate of class fee minus \$50 once a registration for a student has been completed in the registration system until Friday, **FEB 6 at 7PM.** After that, no refunds will be made by MASP.  
**CLASS CHANGES** will be made until Friday, **FEB 6 at 7PM.** After that, no changes will be made. The \$10 class change fee will apply.  
If an extended school system shut-down occurs at any time during this semester, 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.

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- **!!!For this semester, if we have inclement weather week 1 and school is closed on the day your child has an extracurricular class, there will be no extras on that day and we will add a day on at the end of the semester to make that first week class up!!!**
- ALSO NOTE CLASS END TIMES IN **BOLD black** are later than other classes.
- *Parents are always welcome* to reach out to Beth Geurin for registration issues, refunds, class changes, schedule questions, to contact a provider, joys or pains about a program or problems a student may be having.
- Due to security and safety protocols in place by APS and followed by MASP/SAS Aftercare and Extracurriculars, parents or outside visitors are not permitted to observe during the extracurriculars afternoon. For these reasons, at the end of semester, most programs will send videos or photos so you can see what students did in their class.

**ON SITE DAILY CONTACT:** *Ms Cynthia Moore is the ON SITE Extras Monitor at SAS. Her number is 404-985-7860*

**(text her with absences by 1:30 or give her a text or call if you are running late for pick-up)**

If Cynthia cannot be reached, please contact **Lia Gebrekidan or Angel Jones**, SAS Co-Directors 404-693-5310

For class changes, refunds, general or administrative extracurricular programs questions, please reach out to Beth Geurin, MASP Extras Director 770-605-5456 beth@myafterschoolprogram.com

- **PARENTS OF STUDENTS IN SECOND HOUR CLASSES REMINDER:** All second hour (HOUR 2 in RED below) class students are not permitted to be on campus in the hour after school dismissal and the second hour class beginning. Students in second hour classes can either transition into a second hour class from a first hour class, if enrolled; transition from the SAS aftercare program, if enrolled; be brought back to the school at the start of the second hour class by a parent or caregiver 10 minutes before class start time. (Hour 2 Chess students and Basketball should be brought to the Media Center entrance at the Primary campus 10 minutes before their class begins.).

YOUR STUDENT'S SPECIFIC SCHEDULE IS AVAILABLE IN YOUR PARENT PORTAL ACCOUNT ON  
[WWW.MYAFTERSCHOOLPROGRAM.COM](http://WWW.MYAFTERSCHOOLPROGRAM.COM)

CLASS	DAY	START	END	TIME
3D LEGO® Sculpture with Builder Bunch	Mondays	01/26/2026	04/27/2026	2:15 PM 3:45 PM
Drama with Atlanta Student's Theatre	Mondays	01/26/2026	04/27/2026	2:15 PM 3:45 PM
Karate Beginners and Advanced with Atlanta Karate	Mondays	01/26/2026	04/27/2026	2:15 PM 3:45 PM
Tennis Principals with All Star Athletics	Mondays	01/26/2026	04/27/2026	2:15 PM 3:30 PM
Eco Fashion Design with Vamos Chicos	Mondays	01/26/2026	04/27/2026	2:15 PM 3:45 PM
<b>STEM Velocity Lab</b>	<b>Tuesdays</b>	<b>01/27/2026</b>	<b>04/28/2026</b>	<b>2:15 PM 3:30 PM</b>
<b>Team Sports with All Star Athletics</b>	<b>Tuesdays</b>	<b>01/27/2026</b>	<b>04/28/2026</b>	<b>2:15 PM 3:30 PM</b>
Basketball with 411 Brand Athletics	Wednesdays	01/28/2026	04/29/2026	2:15 PM 3:30 PM
Robotics Senior with Steam Powered Kids	Wednesdays	01/28/2026	04/29/2026	2:15 PM 3:30 PM
Robotics Junior with Steam Powered Kids	Wednesdays	01/28/2026	04/29/2026	2:15 PM 3:30 PM
Graphic Novel & Comics Creation with Spunky Arts	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
<b>Chess FIRST HOUR with Kid Chess</b>	<b>Thursdays</b>	<b>01/29/2026</b>	<b>04/30/2026</b>	<b>2:15 PM 3:30 PM</b>
<b>Chess COMBO (both hours) with Kid Chess</b>	<b>Thursdays</b>	<b>01/29/2026</b>	<b>04/30/2026</b>	<b>2:15 PM 4:40 PM</b>
<b>Golf with OT Sports</b>	<b>Thursdays</b>	<b>01/29/2026</b>	<b>04/30/2026</b>	<b>2:15 PM 3:30 PM</b>
<b>Arts &amp; Facts with Vamos Chicos</b>	<b>Thursdays</b>	<b>01/29/2026</b>	<b>04/30/2026</b>	<b>2:15 PM 3:45 PM</b>
<b>Chess SECOND HOUR with Kid Chess</b>	<b>Thursdays</b>	<b>01/29/2026</b>	<b>04/30/2026</b>	<b>3:40 PM 4:40 PM</b>
Soccer with OT Sports	Fridays	01/30/2026	05/01/2026	2:15 PM 3:30 PM
Kids TV - Video & Film Production	Fridays	01/30/2026	05/01/2026	2:15 PM 3:45 PM
Kids TV JR	Fridays	01/30/2026	05/01/2026	2:15 PM 3:30 PM
Magical Clay with Vamos Chicos	Fridays	01/30/2026	05/01/2026	2:15 PM 3:45 PM

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### **REMINDER:**

**PARENTS of STUDENTS IN SECOND HOUR CLASSES:** As stated during registration and on our website, students enrolled in a second hour extracurricular program (**IN RED ABOVE**) must transition either from a first hour extracurricular if enrolled, from the SAS after care program if enrolled, OR be brought back to the Primary Campus Media Center entrance by a parent or caregiver 5 minutes before the class start time. It is the responsibility of the parent to make sure that the student is accounted for in the hour between school dismissal and the second hour class beginning. This is a My After School Program and SRS Elementary policy. No student is to remain on campus unattended in the hour after school day dismissal and the second hour extracurricular class beginning. **MAKE NOTE OF CLASS END TIMES IN RED; PLEASE ARRIVE NO MORE THAN 5 MINUTES BEFORE CLASS END TIME TO HELP KEEP DISMISSAL AREA FROM BEING TOO CONGESTED.** **PICKUP PERSONS CAN ALWAYS PARK AND WALK UP TO THE DISMISSAL AREA WITH YOUR ID.**