

VHAS EXTRAS

PARENT WELCOME LETTER

rev 9.8.26

Welcome to Fall '24 Virginia- Highland After School (VHAS) Extracurricular Programs! We are excited to be here and ready to have some fun! Please read this letter entirely for important details about how students will transition throughout the afternoon and details for pickup when class is over.

– Beth Geurin | MASP EXTRAS DIRECTOR beth@myafterschoolprogram.com

Confirm Student Schedule and Emergency Contacts

Before programs begin, please log in to Parent Portal at www.myafterschoolprogram.com to review your student's personal schedule. Please do not send your student to a class for which they are waitlisted. This is also a good time to review your student's profile and add any approved pickup persons. **All pickup persons must be listed in the STUDENT PROFILE and tagged as a Parent or Emergency Contact** for an instructor to release your student. In our system, EMERGENCY CONTACTS= APPROVED PICKUP PERSONS.

Please mark your family calendar with all class start and end dates and times and confirm your student's schedule in your Parent Portal account at www.myafterschoolprogram.com. We also ask that you share these program details, expectations, and procedures with your student so they know what to expect and are prepared for their extracurricular class.

Your Primary VHAS Extras Contact

Ms. Monica Singer will be your primary contact for VHAS Extras. She is part of the VHAS Aftercare Leadership Team and is on site to assist families with the program. You can reach her at **678-891-9220; text is best**, or email monica@myafterschoolprogram.com. Please save Ms. Monica's contact information on your phone for easy access throughout the semester. **Ms. Chela** is the secondary VHAS Extras contact chela@myafterschoolprogram.com.

PARENT RESPONSIBILITY: How to change your student's End-of-School Dismissal to VHAS EXTRAS
video link is : [VHAS Extras Dismissal Change](#)

Parents must change their student's end-of-school-day dismissal procedure for every student enrolled in VHAS Extras, in PikMyKid including full-time VHAS Aftercare students. Please use the VHAS instructions provided here and above to change your student's end-of-school dismissal to VHAS Extras: [VHAS Extras Dismissal Change](#). If you have questions about this process, please email Meghan.mccloskey@atlanta.k12.ga.us in the front office.

If the dismissal change is not completed, your student will be dismissed according to their usual daily procedure in Pik My Kid. This change applies specifically to the **end-of-school-day dismissal** and must be completed so the school knows that your student is attending VHAS Extras.

Student Information and Special Needs

If your student has special needs, behaviors, or other information that was not included during registration, please email beth@myafterschoolprogram.com before classes begin. This may include in-class behavior plans that can continue during the afternoon, sensory needs, allergies, fears, or other information that could affect your student's experience. Providing this information helps instructors prepare their lessons and use appropriate strategies to support your student while also creating the best possible experience for classmates and instructors.

Afternoon Transitions and Class Logistics

All VHAS Extras classes take place at the **Virginia-Highland Elementary campus**. Students are released to extracurriculars through the school's end-of-school announcements and report to the extracurricular check-in area in the cafeteria. Instructors will take attendance and report absences to Ms. Monica. Parents of students who do not arrive for class may be contacted via text or call.

Students and instructors will transition to their individual class spaces at approximately **2:30 PM**, once the transition and attendance process is complete.

Snacks

Snacks will not be eaten during the extracurricular program. Students who return to VHAS Aftercare after their extracurricular class will receive their afternoon snack through Aftercare once their class has ended. If you are concerned that your student may be hungry during the transition, their school-day classroom teacher may allow them to eat a snack brought from home before end-of-school dismissal.

Absence Notifications

If your student will be absent from an extracurricular class, please **text Ms. Monica at 678-891-9220 by 12:00 PM on the day of the class**. Please include your student's **name, the class they will miss and school they attend**. We have 6 schools so please include this information. If you prefer, you may also email the same information to beth@myafterschoolprogram.com and monica@myafterschoolprogram.com by noon on the day the class meets. **You do not need to both text and email; please use one method or the other.**

Our policy is to contact parents each day a student does not arrive for their extracurricular class if we have not received an absence notification from the parent or school absence report (not always available to us). Please remember that school-day classroom teachers do not automatically relay school-day absences or early pickups to VHAS Extras, so notifying us directly helps us account for every student and operate the program efficiently.

Please do not send absence notifications more than 2 days in advance when possible.

Student Pickup and Dismissal (for students not enrolled in VHAS Aftercare)

Please arrive **no more than 10 minutes before your student's scheduled pickup time**. Dismissal times are staggered, with some classes ending at **3:30 PM, 3:45 PM, or later**, so please check your student's personal schedule in the Parent Portal at www.myafterschoolprogram.com for the correct class end time. This allows us to dismiss 3:30 students and then 3:45 students with less congestion at the doors. Other non MASP Extras programs may also dismiss in this area- we never know when that will occur.

Pickup will take place at the **school entrance doors**. Parents driving should park in a designated space in the front parking lot. Walk to front doors of school for dismissal. Parents and caregivers will remain outside and should line up behind the cone displaying their student's class name. The instructor will come to the door near the class cone, ask the pickup person to approach, verify their ID, and then release the student. Students will remain inside until the pickup person's ID has been verified against the approved pickup information in the Parent Portal. **WE KNOW THE FIRST WEEKS OF DISMISSAL MAY TAKE A WHILE, THANK YOU FOR YOUR PATIENCE AS EVERYONE ADJUSTS TO ALL THE NEW SCHEDULES AND PROCESSES!**

Approved Pickup Persons and Identification

For the safety of every student, the person picking up your student must be prepared to show **ID**. Please make sure anyone (3-4 people only please) who may regularly pick up your student is added to the ****STUDENT PROFILE**—not the parent profile—*on www.myafterschoolprogram.com and is tagged as an **EMERGENCY CONTACT** or approved pickup person. To do this, when you login, on your dashboard, click **RELATIONSHIPS** in the box with the student's name on your dashboard. Login and make changes for each child and remove any old relationships for your student. Be sure to click **SAVE** at the bottom of the page!

Instructors will not release a student to someone who is not authorized through the parent/guardian's student profile. If an individual arrives for pickup but is not listed, they will be asked to step aside while we contact the parent or guardian to determine whether they

are permitted to pick up the student. VHAS Extras is an independent program and maintains its own pickup information; we do not have access to student pickup persons listed within the APS system OR school PikMyKid system.

Emergency Pickup Person Changes

If, in an emergency situation, someone other than the parent or an approved pickup person listed in your student's profile will be picking up your student after an extracurricular class, the parent must notify **Monica by text at 678-891-9220 Beth by text at 770-605-5456 and by 3:15 PM on the day the class meets.**

If this person will be picking up your student on a regular basis, please add them to your student's profile in the Parent Portal as an emergency contact under RELATIONSHIPS in the box with the student's name.

VHAS Aftercare Student Dismissal from Extras

Full-time VHAS Aftercare students will transition back to VHAS Aftercare when their extracurricular class ends. They will then be dismissed through the regular VHAS Aftercare release process and should be picked up from the VHAS Aftercare dismissal area.

First Two Weeks

During the first two weeks of classes, there may be delays during dismissal as instructors and students become familiar with the new procedures. We appreciate your patience and understanding as everyone adjusts to the afternoon transition, class cleanup, and pickup routines.

Safety, Feedback, and Communication

The safety of every student is our primary concern. Please let us know about any positive experiences, concerns, or feedback you have regarding your student's extracurricular program. Both positive and constructive feedback helps us improve our programs and determine where additional programming may better serve the students at **Virginia-Highland After School Extras (VHAS Extras)**. Our mission is to provide safe, quality, fun, and engaging programming for every student.

Thank you for allowing your student to participate in VHAS Extras. We hope they have a wonderful experience and enjoy their class!

Contact Information

Monica Singer, VHAS Activities and Extras — ON SITE- 678-891-9220 monica@myafterschoolprogram.com

Chela Parker, VHAS Co-Director- On Site- chela@myafterschoolprogram.com

Beth Geurin, Extracurricular Programs Director — OFF SITE

770-605-5456

beth@myafterschoolprogram.com

Kim Bishop, Virginia-Highland After School Owner

404-433-6126

kim@myafterschoolprogram.com

Registration, Refunds, and Class Changes

Registration is now closed, and no additional registrations will be accepted for the semester. Once a student's registration has been completed in the registration system, class refunds are available at **50% of the class fee through Friday, September 25 at 7:00 PM**. No refunds will be issued after that deadline.

Class changes may be made through **Friday, September 27 at 7:00 PM**. No class changes will be made after that deadline.

If a school-system shutdown occurs at any time during the semester, VHAS Extras programs will be placed **ON HOLD** and will resume when the school system returns. If a class does not return to in-person instruction for any reason, the class provider will offer families the choice of a **refund from the class provider, a virtual option, or a credit toward the next open semester**.

General Schedule

The general schedule is provided below for your convenience, along with important reminders from the registration process. Please remember that your student's individual class schedule and dismissal time should always be confirmed in their personal profile in the Parent Portal at www.myafterschoolprogram.com.

Second hour students in RED must either transition from a first hour extracurricular, if enrolled, from VHAS aftercare, if enrolled or be brought back to the school by a parent or caregiver 5-10 minutes before the class start time and checked in with the Extras coordinator or program instructor. Students should not be unattended on campus in the hour between school dismissal and second hour class starting.

Course Name	Days	Times	Start Date	End Date
Chess FIRST HOUR with Kid Chess	Mondays	2:15 PM 3:30 PM	09/14/2026	12/07/2026
Chess COMBO (both hours) with Kid Chess	Mondays	2:15 PM 4:40 PM	09/14/2026	12/07/2026
Chess SECOND HOUR with Kid Chess	Mondays	3:40 PM 4:40 PM	09/14/2026	12/07/2026
Drawing Elements with Spunky Arts	Mondays	2:15 PM 3:30 PM	09/14/2026	12/07/2026
Flag Football with 411 Brand Academy	Mondays	2:15 PM 3:30 PM	09/14/2026	12/07/2026
Breakdance Grades K-1 with Sick Step	Mondays	2:15 PM 3:30 PM	09/14/2026	12/07/2026
Breakdance Grades 2-5 with Sick Step	Mondays	2:15 PM 3:30 PM	09/14/2026	12/07/2026
The Maker Lab with Stem Velocity	Mondays	2:15 PM 3:45 PM	09/14/2026	12/07/2026
STEM Velocity Lab	Tuesdays	2:15 PM 3:30 PM	09/15/2026	12/08/2026
TONCHU Martial Arts Academy	Tuesdays	2:15 PM 3:30 PM	09/15/2026	12/08/2026
Soccer with OT Sports	Tuesdays	2:15 PM 3:30 PM	09/15/2026	12/08/2026
Magical Clay with Vamos Chicos	Tuesdays	2:15 PM 3:45 PM	09/15/2026	12/08/2026
Drama with Atlanta Children's Theatre	Tuesdays	2:15 PM 3:45 PM	09/15/2026	12/08/2026
Yoga with Grounded Kids	Wednesdays	2:15 PM 3:30 PM	09/16/2026	12/09/2026
Tennis Principals with All Star Athletics	Wednesdays	2:15 PM 3:30 PM	09/16/2026	12/09/2026
Builder Bunch "Architect's Apprentice" Club using LEGO® Bricks	Wednesdays	2:15 PM 3:45 PM	09/16/2026	12/09/2026
Arts & Facts with Vamos Chicos	Wednesdays	2:15 PM 3:45 PM	09/16/2026	12/09/2026
Team Sports with All Star Athletics	Thursdays	2:15 PM 3:30 PM	09/17/2026	12/10/2026
Robotics Junior with Steam Powered Kids	Thursdays	2:15 PM 3:30 PM	09/17/2026	12/10/2026
Robotics Senior with Steam Powered Kids	Thursdays	2:15 PM 4:00 PM	09/17/2026	12/10/2026
Tap & Ballet with Studio Go Dance	Thursdays	2:15 PM 3:30 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
Kids TV - Video & Film Production	Thursdays	2:15 PM 3:45 PM	09/17/2026	12/10/2026
Hip Hop with Studio Go Dance	Thursdays	3:40 PM 4:40 PM	09/17/2026	12/10/2026
Drones and Design with Steam Powered Kids	Thursdays	4:00 PM 5:00 PM	09/17/2026	12/10/2026
Basketball with 411 Brand Athletics	Fridays	2:15 PM 3:30 PM	09/18/2026	12/11/2026
Team Sports with All Star Athletics	Fridays	2:15 PM 3:30 PM	09/18/2026	12/11/2026
Eco Fashion Design with Vamos Chicos	Fridays	2:15 PM 3:45 PM	09/18/2026	12/11/2026