

# Fall 2024 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](http://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](http://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 LEEP/EXTRACURRICULAR PROGRAMS WITH REGISTRATIONS THROUGH [www.myafterschoolprogram.com](http://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 an 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 =**NEW EMAIL FOR ABSENCE NOTIFICATIONS**= [ashley.mason@atlanta.k12.ga.us](mailto: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](http://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](http://www.myafterschoolprogram.com) take place at the Mary Lin Elementary campus.**

### **PICKUP/DISMISSAL:**

- BEFORE LEEP/Extras walker/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.
- **NEW EXTRAS/LEEP DISMISSAL AREA:** All other students that have an extracurricular class will be dismissed by their instructor at the covered entrance, double doors at the back of school (iKids dismissal doors). Parents should wait there for their student to be dismissed behind the cone designated for their student's class. 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](http://www.myafterschoolprogram.com) AS A PARENT or EMERGENCY CONTACT IN ORDER FOR YOUR STUDENT TO BR 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](mailto: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. After that time, you must email [beth@myafterschoolprogram.com](mailto: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 at rate of class fee minus \$50 once a registration for a student has been completed in the registration system parent portal until Friday, September 20 at 7 PM. After that, no refunds are made through MASP and inquiries regarding refunds should go to the program provider directly.
- Class changes will be made until Friday, September 20 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/LEED Program Monitor- on site: Ms. Mason 404-802-8850

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](mailto: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	<a href="mailto:spunkyarts@gmail.com">spunkyarts@gmail.com</a>	<a href="http://www.spunkyarts.com">www.spunkyarts.com</a>
Spring Mason	Drama	<a href="mailto:info@atlantastudentrenstheatre.com">info@atlantastudentrenstheatre.com</a>	<a href="http://www.atlantastudentrenstheatre.org">www.atlantastudentrenstheatre.org</a>
David Epstein	Run Club, Frisbee, Basketball Flag Football Multi sport	<a href="mailto:davide@atlcp.org">davide@atlcp.org</a>	<a href="http://atlcp.org">atlcp.org</a>
Ericka Shannon	Dance	<a href="mailto:ericka@theneighborhoodballet.com">ericka@theneighborhoodballet.com</a>	<a href="http://www.theneighborhoodballet.com">www.theneighborhoodballet.com</a>
Ben Leblois	Bricks 4 Kidz Coding	<a href="mailto:bleblois@bricks4kidz.com">bleblois@bricks4kidz.com</a>	<a href="http://www.bricks4kidz.com/atlantametro">www.bricks4kidz.com/atlantametro</a>
Doug Storm	Atlanta Karate	<a href="mailto:info@atlantakarate.org">info@atlantakarate.org</a>	<a href="http://atlantakarate.org/about.html">http://atlantakarate.org/about.html</a>
Christine Javier	Stem Velocity	<a href="mailto:christine@learningridge.com">christine@learningridge.com</a>	<a href="http://www.Stemvelocity.com">www.Stemvelocity.com</a>
Krystal Morgan	Chess	<a href="mailto:krystal.morgan@kidchess.com">krystal.morgan@kidchess.com</a>	<a href="http://www.kidchess.com">www.kidchess.com</a>
Brandon Jolley	Kids TV	<a href="mailto:info@mobocproductions.com">info@mobocproductions.com</a>	<a href="http://kidstv.mobocproductions.com">http://kidstv.mobocproductions.com</a>
Amy Haysman	Grounded Kids Yoga	<a href="mailto:amy@groundedkids.com">amy@groundedkids.com</a>	<a href="https://groundedkids.com/">https://groundedkids.com/</a>
Michael Nangle	Arts & Facts Vamos Chicos	<a href="mailto:info@VamosChicos.com">info@VamosChicos.com</a>	<a href="https://www.vamoschicos.com/">https://www.vamoschicos.com/</a>

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**GENERAL PROGRAM SCHEDULE IS ON THE NEXT PAGE; YOUR STUDENT'S SCHEDULE CAN BE FOUND IN YOUR PARENT PORTAL ACCOUNT ON [www.myafterschoolprogram.com](http://www.myafterschoolprogram.com)**

**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	DAY	START	END	TIME
STEM Velocity Lab	Mondays	09/09/2024	12/09/2024	2:15 PM 3:30 PM
Multi Sport with PLAY DAY ON SITE AT MARY LIN	Mondays	09/09/2024	12/09/2024	2:15 PM <b>3:45 PM</b>
Crochet and Fibers with Spunky Arts	Tuesdays	09/10/2024	12/10/2024	2:15 PM 3:30 PM
Dance with Neighborhood Ballet in Motion (K-5)	Tuesdays	09/10/2024	12/10/2024	2:15 PM 3:30 PM
Eco Fashion Design with Vamos Chicos	Tuesdays	09/10/2024	12/10/2024	2:15 PM <b>3:45 PM</b>
Flag Football with Play Day ON SITE AT MARY LIN	Tuesdays	09/10/2024	12/10/2024	2:15 PM <b>3:45 PM</b>
Basketball with Play Day ON SITE AT MARY LIN	Wednesdays	09/11/2024	12/11/2024	2:15 PM <b>3:45 PM</b>
Chess COMBO (both hours) with Kid Chess	Wednesdays	09/11/2024	12/11/2024	2:15 PM <b>4:40 PM</b>
Chess FIRST HOUR with Kid Chess	Wednesdays	09/11/2024	12/11/2024	2:15 PM 3:30 PM
Drama with Atlanta Studentren's Theatre	Wednesdays	09/11/2024	12/11/2024	2:15 PM <b>3:45 PM</b>
Graphic Novel & Comics Creation with Spunky Arts	Wednesdays	09/11/2024	12/11/2024	2:15 PM 3:30 PM
Master Builders with Bricks 4 Kidz	Wednesdays	09/11/2024	12/11/2024	2:15 PM <b>3:45 PM</b>
Mixed Media Art with Spunky Arts	Wednesdays	09/11/2024	12/11/2024	3:45 PM <b>4:45 PM</b>
<b>Chess SECOND HOUR with Kid Chess</b>	<b>Wednesdays</b>	<b>09/11/2024</b>	<b>12/11/2024</b>	<b>3:40 PM 4:40 PM</b>
Coding and Video Game Design with Bricks 4 Kidz	Thursdays	09/12/2024	12/12/2024	2:15 PM <b>3:45 PM</b>
Drawing Elements with Spunky Arts	Thursdays	09/12/2024	12/12/2024	2:15 PM 3:30 PM
Kids TV - Video & Film Production	Thursdays	09/12/2024	12/12/2024	2:15 PM <b>3:45 PM</b>
Ultimate Frisbee with Play Day ON SITE AT MARY LIN	Thursdays	09/12/2024	12/12/2024	2:15 PM <b>3:45 PM</b>
Yoga with Grounded Kids	Thursdays	09/12/2024	12/12/2024	2:15 PM 3:30 PM
Arts & Facts Around the World with Vamos Chicos	Fridays	09/13/2024	12/13/2024	2:15 PM <b>3:45 PM</b>
Crochet and Fibers with Spunky Arts	Fridays	09/13/2024	12/13/2024	2:15 PM 3:30 PM
Karate Beginners and Advanced with Atlanta Karate	Fridays	09/13/2024	12/13/2024	2:15 PM <b>3:45 PM</b>
Run Club with Play Day ON SITE AT MARY LIN	Fridays	09/13/2024	12/13/2024	2:15 PM <b>3:45 PM</b>

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/LEED Programs!**

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**Mary Lin Elementary Extras/LEED Programs**

Beth Geurin | MASP Extracurricular Programs Director  
770-605-5456 | [beth@myafferschoolprogram.com](mailto:beth@myafferschoolprogram.com)