

## Parent Welcome Letter

### Morningside After School Extracurriculars

Welcome to Winter-Spring '23 Morningside After School (MAS) Extracurricular Programs at Inman! 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: 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 child to a class they are waitlisted 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.**

- Parents, mark your family calendar with all start and end dates and times and confirm schedules in your parent portal account on [www.myafterschoolprogram.com](http://www.myafterschoolprogram.com).
- **For all 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. (DO THIS FOR EACH DAY the student's Fall 2022 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 PIK MY KID APP**)**
- Email [beth@myafterschoolprogram.com](mailto:beth@myafterschoolprogram.com) if your student has any special needs and/or behaviors we need to be aware of to make sure your student's experience, the experience of the other students and their instructors is the best that it can be. These notifications assist the instructors as they prepare lessons for each class. This includes any in class behavior plans that we can continue in the afternoons, any sensory issues, allergies, fears, etc.
- Start time for first hour classes will show 2:45 on the schedule. **Please note that from 2:45-3:00 school dismissal, Extras students are in transition from their school day to their instructors in the gym stage.** Instructors will report absences to our on-site program monitor and parents of absent students will be called.
- Instructors and students will transition to their class space at 3:00. Students are released directly to extracurriculars check-in in the gym/stage at the end of their school day.
- *Snacks will not be eaten during the extracurricular program afternoon.* Students returning to aftercare after their extracurricular will be provided their afternoon snack after their extracurricular class has met. If picking up your child after their class, we suggest bringing a snack for them at that time.
- All classes take place at the Morningside at Inman campus.

# Parent Welcome Letter

## Morningside After School Extracurriculars

**ABSENCE NOTIFICATIONS:** If your child will be absent, parent should text BOTH Beth at 770-605-5456 and Patricia at 770-896-7794 by 2:00 on the day the child will miss their class. Be sure to include student name, class they will miss, and school they attend (we have 5!).

Parents can also email the same absence information to [beth@myafterschoolprogram.com](mailto:beth@myafterschoolprogram.com) and [patricia@myafterschoolprogram.com](mailto:patricia@myafterschoolprogram.com) if parent prefers to email. Parent doesn't have to text and email, but please do one or the other! It is our policy to call parents each day a student does not arrive for their class if we have not been notified or the child is not on the school absence report. Elementary school classroom teachers do not relay your student's school day absences or early pickups to us. Being mindful of your child's absence notifications helps us be efficient!

### **PICKUP/DISMISSAL:**

- **Please arrive no more than 10 minutes early for carpool pickup.** Dismissal times are staggered- some classes dismiss at 3:45, 4:00 or later- check your student's schedule in their personal profile in your Parent Portal account for their class end time.
- ALL Full-Time MAS after care students (and drop ins attending MAS on the day they have an extras class) will be dismissed from their extracurricular program back to MAS aftercare; MAS Full-time aftercare students (or MAS drop-ins attending that day after class) should be picked up in the MAS aftercare dismissal area- not in extras carpool line dismissal. *We are trying to avoid long carpool lines.*
- **Pickup person must be listed in your CHILD's parent portal account on [www.myafterschoolprogram.com](http://www.myafterschoolprogram.com) . Person should be prepared to show ID. Make sure your nannies, grandparents, spouses, older siblings that may pick up your child are added to your [www.myafterschoolprogram.com](http://www.myafterschoolprogram.com) Parent Portal account. Otherwise, they will be asked to pull out of line, we will call you and see if they are permitted to pick up. Instructor should not release a child without permissions from the parent/guardian the child's portal account.**
- Our carpool dismissal follows the same procedure as the carpool at the end of the school day.
- **PLEASE PULL ALL THE WAY UP and STAY OFF OF YOUR CELL PHONES- WE ARE A NO CELL PHONE ZONE!!**
- Parents should stay in their vehicle and pick up using the carpool lanes. End times are staggered to prevent long dismissal lines and better student safety.
- If you opt to walk or park in a PARKING SPACE or on the side streets and pickup your student at the end of their extracurricular class day, please walk to the front of the school and **be prepared to show ID** to the class instructor or MASP staff person running the dismissal process (Monica or Patricia).
- **Make sure your nannies, grandparents, spouses siblings that may pick up your child are added to your child's [www.myafterschoolprogram.com](http://www.myafterschoolprogram.com) Parent Portal account. Otherwise, we will call you and see if they are permitted to pick up. Instructor should NOT release a child to a pick-up person without permissions from the parent/guardian the child's portal account.**
- If in an emergency situation, someone other than the parent or additional contacts you entered in our system will pick your child up after an extracurricular class, **PARENT must notify Beth via text at 770-605-5456 and Patricia at 770-896-7794 by 3:15 if possible the day the class**

## **Parent Welcome Letter Morningside After School Extracurriculars**

**meets.** Additionally, IF the pickup person will pick up on a regular basis, ADD ANY PICK UP PERSONS TO YOUR CHILD'S PROFILE in [www.myafterschoolprogram.com](http://www.myafterschoolprogram.com) ; WE DO NOT HAVE ACCESS TO YOUR APPROVED SCHOOL DISMISSAL PERSONS YOU HAVE PROVIDED TO THE SCHOOL.

- MAS aftercare students will transition back into the MAS aftercare program when their extracurricular class ends. If your student is enrolled MAS aftercare and once day you wish to pick your student up in carpool at the end of class instead, please notify Ms. Patricia, the MAS aftercare Director know by texting 770-896-7794 OR emailing [patricia@myafterschoolprogram.com](mailto:patricia@myafterschoolprogram.com) by 1:00 the day the class meets.

### **REMINDERS and UPDATES:**

- Registration is open online only until Friday, January 27 at 8 PM. No additional registrations after that time will be made.
- **Class refunds** will only be given at rate of 50% of the class fee *once a registration for a student has been completed in the registration system until January 27 at 8PM.* After that, no refunds will be made by MASP.
- **Class changes** will be made until Friday, January 27 at **5PM.** After that, no changes will be made.

If a school system shut-down (like COVID) 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 their program the next open semester. Classes cancelled due to instructor absence will be made up by the provider or they must offer a refund or credit for a future class. Classes cancelled due to school system emergency school closing (ex: storm, gas or water leak, etc.) are not required to be made up by the provider of the extras class.

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!!

The safety of each student is our primary concern! Please let one of us know of any joys your student has shared about their class or let us know about any concerns that you may have regarding extracurricular programs.

Feedback (positive or negative) will allow us to improve and/or add programming to better serve the students at Morningside. It is our mission to provide safe, quality, fun and engaging programming to our students.

Thank you for allowing your student to participate- we hope they enjoy their class!

Beth Geurin, Extracurricular Programs Director 770-605-5456 [beth@myafterschoolprogram.com](mailto:beth@myafterschoolprogram.com)

Patricia Sherman, MAS Aftercare Director (on site) 770-896-7794 [patricia@myafterschoolprogram.com](mailto:patricia@myafterschoolprogram.com)

Kim Bishop, Morningside After School Owner 404-433-6126 [kim@myafterschoolprogram.com](mailto:kim@myafterschoolprogram.com)

**General schedule is on page 4 for your convenience along with some parent agreement reminders from the registration process.**

# Parent Welcome Letter

## Morningside After School Extracurriculars

**REMINDER for PARENTS OF SECOND HOUR CLASSES:** All students enrolled in **second hour classes (IN BOLD)** must either transition from a first hour class if enrolled, the MAS aftercare program if enrolled OR be brought back to the school by a parent or caregiver at the start of class 5 minutes before class start time. **Parents are responsible for having childcare in place for that hour between school day dismissal and second hour class start time prior to extras program start date. No students are allowed to remain alone on campus unattended in the hour between school dismissal and their extracurricular class starting.**

Additionally, students should also not leave campus alone and then return to campus alone in the hour between school dismissal and their second hour class starting. This is the Morningside Elementary and Morningside After School policy. For your student's schedule, please check the student/child's profile in your [myafterschoolprogram.com](https://myafterschoolprogram.com) PARENT PORTAL account.

Course Name	Days	Start Date	End Date	Times
ROBO-MES JR	MON	01/23/2023	04/24/2023	2:45 PM 3:45 PM
Drama with Atlanta Children's Theatre	MON	01/23/2023	04/24/2023	2:45 PM 4:00 PM
Kidz Sportz	MON	01/23/2023	04/24/2023	2:45 PM 4:00 PM
Arts & Facts Around the World with Vamos Chicos	MON	01/23/2023	04/24/2023	2:45 PM 4:00 PM
Graphic Novel & Comics Creation	MON	01/23/2023	04/24/2023	2:45 PM 4:00 PM
Drawing Elements with Spunky Arts	MON	01/23/2023	04/24/2023	2:45 PM 4:00 PM
Arts & Facts Around the World with Vamos Chicos	MON	01/23/2023	04/24/2023	2:45 PM 4:00 PM
Bricks Coding and Video Game Design	TUE	01/24/2023	04/25/2023	2:45 PM 4:00 PM
Basketball Level 1 with 411 Brand Athletics	TUE	01/24/2023	04/25/2023	2:45 PM 4:00 PM
Kids TV - Video & Film Production	TUE	01/24/2023	04/25/2023	2:45 PM 4:15 PM
Yoga with Grounded Kids	TUE	01/24/2023	04/25/2023	2:45 PM 4:00 PM
<b>Basketball Level 2 with 411 Brand Athletics</b>	<b>TUE</b>	<b>01/24/2023</b>	<b>04/25/2023</b>	<b>4:00 PM 5:00 PM</b>
Soccer Level 1 with 411 Brand Athletics	WED	01/25/2023	04/26/2023	2:45 PM 4:00 PM
Tap & Ballet with Studio Go Dance	WED	01/25/2023	04/26/2023	2:45 PM 4:00 PM
ROBO-MES SR	WED	01/25/2023	04/26/2023	2:45 PM 3:45 PM
TONCHU Martial Arts Academy	WED	01/25/2023	04/26/2023	2:45 PM 4:00 PM
Double Dutch Aerobics	WED	01/25/2023	04/26/2023	2:45 PM 4:00 PM
<b>Soccer Level 2 with 411 Brand Athletics</b>	<b>WED</b>	<b>01/25/2023</b>	<b>04/26/2023</b>	<b>4:00 PM 5:00 PM</b>
<b>Drones with Make 555 Grades 4-5</b>	<b>WED</b>	<b>01/25/2023</b>	<b>03/22/2023</b>	<b>3:45 PM 4:45 PM</b>
Bricks 4 Kidz Master Builders	THUR	01/26/2023	04/27/2023	2:45 PM 4:00 PM
STEM Velocity Lab	THUR	01/26/2023	04/27/2023	2:45 PM 4:00 PM
Kidz Tennis	THUR	01/26/2023	04/27/2023	2:45 PM 4:00 PM
<b>GEMS (Girls in Engineering, Math and Science)</b>	<b>THUR</b>	<b>01/26/2023</b>	<b>04/27/2023</b>	<b>4:30 PM 5:30 PM</b>
Lacrosse Level 1 with 411 Brand Athletics	FRI	01/27/2023	04/28/2023	2:45 PM 4:00 PM
Find the Wild with Blue Heron Nature Preserve	FRI	01/27/2023	04/28/2023	2:45 PM 4:00 PM
Chess FIRST HOUR with Kid Chess	FRI	01/27/2023	04/28/2023	2:45 PM 4:00 PM
Chess COMBO (both hours) with Kid Chess	FRI	01/27/2023	04/28/2023	2:45 PM 5:10 PM
<b>Chess SECOND HOUR with Kid Chess</b>	<b>FRI</b>	<b>01/27/2023</b>	<b>04/28/2023</b>	<b>4:10 PM 5:10 PM</b>

**EMAIL [beth@myafterschoolprogram.com](mailto:beth@myafterschoolprogram.com) to request:**

**\*Class change requests until 5 PM Friday, January 27. (\$10 class change fee applies)**

**\*Class withdrawals/refund requests until 8PM, Friday, January 27. (\$50 withdrawal fee applies)**

**Parent Welcome Letter**  
**Morningside After School Extracurriculars**