

## **Parent Welcome Letter** **Mary Lin Elementary Extras/LEED 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 (3 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 child to a class they are not registered for. We have specific capacities and procedures due to COVID-19. For programs specifics, concerns, etc. reach out to the instructor shown at the bottom of this letter.

**PLEASE SHARE THESE PROGRAM DETAILS, EXPECTATIONS, and PROCEDURES BELOW WITH YOUR STUDENT TO HELP PREPARE THEM FOR NEXT WEEK.**

- Please mark your family calendar with all start and end dates and times.
- **TRANSPORTATION CHANGE/NOTES TO TEACHERS: PARENTS the first day of your student's extracurricular class, the parent MUST send a note to the classroom teacher/front office notifying them of the student's dismissal for that class day of the week which will serve as the transportation change for that day of the week for until the last day of class. IF this is not done, the student will be sent home via their usual mode of transportation for that day.**
- Start time for first hour classes will show 2:45 on the schedule. Please note that from 2:45-3:00 students are in transition from their school day to their instructors in the GYM.
- Parents of absent children will be called before the start of the class day by the instructor.
- Instructors and students will transition to their class space at 3:00. Extracurricular program students are released directly to extracurriculars check-in in the GYM at the end of their school day.
- Due to COVID protocols, snacks will not be eaten during the extracurricular program afternoon.
- All classes take place at the Mary Lin Elementary campus.
- **PICKUP/DISMISSAL:** All students will be dismissed by their instructor at the front of the school.
- After walker/carpool dismissal, any students that attend THE CLUB will be walked by their instructor to Coach Smith at THE CLUB dismissal desk downstairs to be checked in for the day.
- Any pickup person must be listed in your portal account on [www.myafterschoolprogram.com](http://www.myafterschoolprogram.com) . Person should be prepared to show ID.
- 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!!

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For your convenience below are the contact details for each program, some parent agreement reminders from the registration process, and a general daily schedule.

- **Registration is open online only until Friday, September 10 at 12 noon. No additional registrations after that time will be taken.**
- 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 September 24 at 5PM. 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 September 24 at 5PM. After that, no changes will be made.
- If a COVID 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.

**PROVIDER CONTACT INFORMATION:** All 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 Fall 2021 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
Sean & Michelle Clark	Double Dutch Aerobics	<a href="mailto:doubledutchaerobics@gmail.com">doubledutchaerobics@gmail.com</a>	<a href="https://www.doubledutchaerobics.com/">https://www.doubledutchaerobics.com/</a>
Christie Kuropatwa	Crochet & Fibers Graphic Novel Drawing Elements	<a href="mailto:spunkyarts@gmail.com">spunkyarts@gmail.com</a>	<a href="http://www.spunkyarts.com">www.spunkyarts.com</a>
Brook Hewitt	Drama	<a href="mailto:cameraclassforkids@gmail.com">cameraclassforkids@gmail.com</a>	<a href="https://www.cameraclassforkids.com">https://www.cameraclassforkids.com</a>
David Epstein	Frisbee Basketball Flag Football Soccer	<a href="mailto:davide@atlcp.org">davide@atlcp.org</a>	<a href="http://atlcp.org">atlcp.org</a>
Ericka Shannon	Tap and Ballet	<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 3D Printing	<a href="mailto:christine@learningridge.com">christine@learningridge.com</a>	<a href="http://www.Stemvelocity.com">www.Stemvelocity.com</a>
Wendy Rones	Chess	<a href="mailto:Wendy.rones@kidchess.com">Wendy.rones@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>
Chris Philpot	Blue Heron	<a href="mailto:Chris@bhnp.org">Chris@bhnp.org</a>	<a href="https://bhnp.org/">https://bhnp.org/</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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**REMINDER:** All students enrolled in **second hour classes (IN BOLD)** must either transition from a first hour class if enrolled, from The Club aftercare program if enrolled OR be brought back to the school by a parent or caregiver at the start of class. No students are allowed on campus unattended in the hour between school dismissal and their extracurricular class starting. This is the APS and Mary Lin Elementary Policy. For your student's schedule this semester, please check the student's PERSONAL profile in your myafterschoolprogram.com PARENT PORTAL account. Do not send a child to a class unless they are enrolled in that class.

Course Name	DAY	Start Date	End Date	START	END
Karate Advanced with Atlanta Karate	MON	09/13/2021	11/29/2021	2:45 PM	4:00 PM
Double Dutch Aerobics	MON	09/13/2021	11/29/2021	2:45 PM	3:45 PM
Crochet and Fibers with Spunky Arts	MON	09/13/2021	11/29/2021	2:45 PM	4:00 PM
STEM Velocity Lab	MON	09/13/2021	11/29/2021	2:45 PM	4:00 PM
3D Printing + CAD by STEM Velocity	MON	09/13/2021	11/29/2021	2:45 PM	4:00 PM
Ultimate Frisbee with Play Day	TUE	09/14/2021	11/30/2021	2:45 PM	4:00 PM
Dance with the Neighborhood Ballet (K-2)	TUE	09/14/2021	11/30/2021	2:45 PM	4:00 PM
<b>Dance with the Neighborhood Ballet (K-5) HR 2</b>	<b>TUE</b>	<b>09/14/2021</b>	<b>11/30/2021</b>	<b>4:00 PM</b>	<b>5:00 PM</b>
Drama with Acting Out	TUE	09/14/2021	11/30/2021	2:45 PM	4:00 PM
Bricks4 Kidz LEGO Club	WED	09/15/2021	12/01/2021	2:45 PM	4:00 PM
Graphic Novel & Comics Creation	WED	09/15/2021	12/01/2021	2:45 PM	4:00 PM
Basketball with Play Day	WED	09/15/2021	12/01/2021	2:45 PM	4:00 PM
Chess FIRST HOUR with Kid Chess	WED	09/15/2021	12/01/2021	2:45 PM	4:00 PM
Chess COMBO (both hours) with Kid Chess	WED	09/15/2021	12/01/2021	2:45 PM	5:10 PM
<b>Chess SECOND HOUR with Kid Chess</b>	<b>WED</b>	<b>09/15/2021</b>	<b>12/01/2021</b>	<b>4:10 PM</b>	<b>5:10 PM</b>
Bricks4Kidz Robotics & Coding	THU	09/16/2021	12/02/2021	2:45 PM	4:00 PM
Kids TV	THU	09/16/2021	12/02/2021	2:45 PM	4:00 PM
Drawing Elements with Spunky Arts	THU	09/16/2021	12/02/2021	2:45 PM	4:00 PM
Flag Football with Play Day	THU	09/16/2021	12/02/2021	2:45 PM	4:00 PM
Yoga with Grounded Kids	THU	09/16/2021	12/02/2021	2:45 PM	4:00 PM
Karate Beginners with Atlanta Karate	FRI	09/17/2021	12/03/2021	2:45 PM	4:00 PM
Arts & Facts Around the World with Vamos Chicos	FRI	09/17/2021	12/03/2021	2:45 PM	3:45 PM
Soccer with Play Day	FRI	09/17/2021	12/03/2021	2:45 PM	4:00 PM
Find the Wild with Blue Heron Nature Preserve	FRI	09/17/2021	12/03/2021	2:45 PM	3:45 PM