

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 (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 using your username and password to view your student's schedule. Do not send your child 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 CHILD SCHEDULE SHOWS “WAITLISTED” IN PARENT PORTAL ON WWW.MYAFTERSCHOOLPROGRAM.COM , THE STUDENT IS NOT ENROLLED IN THE CLASS. THERE ARE NO SPACES AVAILABLE. DO NOT SEND YOUR CHILD 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 take place ON THE MARY LIN CAMPUS.**

MAKE SURE YOUR CHILD 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.
- **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 school day dismissal for that class day. This notification will serve as the transportation change for that day of the week for until the last day of the LEEP/Extras class. Parent should include the dates for the class which can be found on the last page of this letter or your child'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 child attends iKids aftercare on site, please make sure that a notification is sent to the iKids afterschool program letting them know which days your child should be transitioned to an extracurricular/LEED class at 2:45 dismissal for a first hour class and at 4:05 for any second hour class.**
- Start time for first hour classes will show 2:45 on the schedule. Please note that from 2:45-3:00 students are dismissed from the MLIN school day and in transition from their school day to their instructors in the GYM. Please remind them to report to the gym directly at dismissal on the days they have a class.
- IF your child will be absent from an extracurricular class, they should email **NEW EMAIL FOR ABSENCE NOTIFICATIONS!!** : mlinextras@myafterschoolprogram.com

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- If an instructor reports an absence to Ms. Ashley the LEEP/ Extracurricular Program monitor, parents of students absent and unaccounted for on their class day will be called before the start of the class day.
- Instructors and students will transition to their class space at 3:00 after attendance has been taken. LEEP/Extracurricular program students are released directly to extracurriculars check-in in the GYM at the end of their school day.
- Snacks will not be eaten during the LEEP/ extracurricular program afternoon.
- All student class schedules can be found on the child schedule on www.myafterschoolprogram.com parent portal take place at the Mary Lin Elementary campus.

PICKUP/DISMISSAL:

- BEFORE LEEP/Extras walker/carpool dismissal, any students that attend iKids aftercare on site will be walked by their instructor to the iKids director dismissal desk downstairs to be checked in for the day. IF your child attends iKids, parent or caregiver should pick child up in their usual iKids dismissal location.
- All other students that have an extracurricular class will be dismissed by their instructor at the front of the school. Parents should wait there for their child to be dismissed. PERSON PICKING UP ANY CHILD SHOULD BRING THEIR ID AND BE ON THE CHILD'S ACCOUNT IN THE PARENT PORTAL AS AN EMERGENCY CONTACT IN ORDER FOR YOUR CHILD TO BR RELEASED. THIS IS FOR THE SAFETY OF YOUR CHILD. IF you notice that an instructor is not checking ID at pickup, please notify Beth Geurin, MASP Extracurricular Programs Director at beth@myafterschoolprogram.com so this can be addressed with the instructor and program owner.
- Any pickup person must be listed in your portal account on www.myafterschoolprogram.com . Person should be prepared to show ID. Parents must review and update these persons BEFORE classes begin. Children should not be released to persons not listed in your CHILD's parent portal account. This is for the safety of your child.
- 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 is open online until FRIDAY 1/20 at 5PM. After that time, you must email beth@myafterschoolprogram.com to inquire about openings. HARD CLOSE FOR ALL REGISTRATIONS FOR THIS SEMESTER WILL BE FRIDAY, JANUARY 27 at 6 PM. After that time, no additional registrations, class changes or refunds will be made.
- 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, JANUARY 27 at 6 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, JANUARY 27 at 6 PM and after that, no changes will be made. The \$10 class change fee applies.
- THE FIRST WEEK OF CLASS, THE ONLINE REGISTRATION FOR A CLASS WILL BE TAKEN DOWN THE DAY BEFORE A CLASS MEETS SO THAT SCHOOL DAY NOTIFICATIONS CAN BE PROPERLY MADE BY THE PARENT AND OUR ROSTERS ARE CLEAR. **DO NOT SEND YOUR CHILD TO A CLASS THEY ARE NOT REGISTERED FOR.**
- 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.

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/LEEP Program Monitor- on site: Ms. Ashley 404-802-8850

mlextras@myafterschoolprogram.com

iKids Director- on site: Ms. Chameka 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

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
Sean & Michelle Clark	Double Dutch Aerobics	doubledutchaerobics@gmail.com	https://www.doubledutchaerobics.com/
Christie Kuropatwa	Crochet & Fibers Graphic Novel Drawing Elements	spunkyarts@gmail.com	www.spunkyarts.com
Spring Mason	Drama	info@atlantachildrenstheatre.com	www.atlantachildrenstheatre.org
David Epstein	Frisbee Basketball Flag Football Soccer, multi sport	davide@atlcp.org	atlcp.org
Ericka Shannon	Tap and Ballet	ericka@theneighborhoodballet.com	www.theneighborhoodballet.com
Ben Leblois	Bricks 4 Kidz Coding	bleblois@bricks4kidz.com	www.bricks4kidz.com/atlantametro
Doug Storm	Atlanta Karate	info@atlantakarate.org	http://atlantakarate.org/about.html
Christine Javier	Stem Velocity	christine@learningridge.com	www.Stemvelocity.com
Wendy Rones	Chess	Wendy.rones@kidchess.com	www.kidchess.com
Brandon Jolley	Kids TV	info@mobocproductions.com	http://kidstv.mobocproductions.com
Sally Byers	Blue Heron	educationprograms@bhnp.org	https://bhnp.org/
Amy Haysman	Grounded Kids Yoga	amy@groundedkids.com	https://groundedkids.com/
Michael Nangle	Arts & Facts Vamos Chicos	info@VamosChicos.com	https://www.vamoschicos.com/

GENERAL PROGRAM SCHEDULE IS ON THE NEXT PAGE; YOUR CHILD'S SCHEDULE CAN BE FOUND IN YOUR PARENT PORTAL ACCOUNT ON

www.myafterschoolprogram.com

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SECOND HOUR 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 CHILD DURING THAT TIME PRIOR TO THE FIRST DAY OF THE SECOND HOUR CLASS.**

No students are allowed to remain on campus unattended in the hour between school dismissal and their extracurricular class starting. This is the APS and Mary Lin Elementary policy.

Course Name	Day	Times	Start Date	End Date
Double Dutch Aerobics	MON	2:45 PM 4:00 PM	01/23/2023	04/24/2023
STEM Velocity Lab	MON	2:45 PM 4:00 PM	01/23/2023	04/24/2023
Multi Sport PLAY DAY with Contact Point ON SITE AT MARY LIN	MON	2:45 PM 4:00 PM	01/23/2023	04/24/2023
Crochet and Fibers with Spunky Arts	TUE	2:45 PM 4:00 PM	01/24/2023	04/25/2023
Bricks4Kidz Robotics & Coding	TUE	2:45 PM 4:00 PM	01/24/2023	04/25/2023
Flag Football with Play Day ON SITE AT MARY LIN	TUE	2:45 PM 4:00 PM	01/24/2023	04/25/2023
Dance with the Neighborhood Ballet	WED	2:45 PM 4:00 PM	01/25/2023	04/26/2023
Bricks4 Kidz LEGO Club	WED	2:45 PM 4:00 PM	01/25/2023	04/26/2023
Basketball with Play Day ON SITE AT MARY LIN	WED	2:45 PM 4:00 PM	01/25/2023	04/26/2023
Chess FIRST HOUR with Kid Chess	WED	2:45 PM 4:00 PM	01/25/2023	04/26/2023
Chess COMBO (both hours) with Kid Chess	WED	2:45 PM 5:10 PM	01/25/2023	04/26/2023
Chess SECOND HOUR with Kid Chess	WED	4:10 PM 5:10 PM	01/25/2023	04/26/2023
Drama with Atlanta Children's Theatre	WED	2:45 PM 4:00 PM	01/25/2023	04/26/2023
Graphic Novel & Comics Creation	WED	2:45 PM 4:00 PM	01/25/2023	04/26/2023
Ultimate Frisbee with Play Day ON SITE AT MARY LIN	THUR	2:45 PM 4:00 PM	01/26/2023	04/27/2023
Kids TV - Video & Film Production	THUR	2:45 PM 4:15 PM	01/26/2023	04/27/2023
Drawing Elements with Spunky Arts	THUR	2:45 PM 4:00 PM	01/26/2023	04/27/2023
Yoga with Grounded Kids	THUR	2:45 PM 4:00 PM	01/26/2023	04/27/2023
Crochet and Fibers with Spunky Arts	FRI	2:45 PM 4:00 PM	01/27/2023	04/28/2023
Arts & Facts Around the World with Vamos Chicos	FRI	2:45 PM 4:00 PM	01/27/2023	04/28/2023
Soccer with Play Day ON SITE AT MARY LIN	FRI	2:45 PM 4:00 PM	01/27/2023	04/28/2023
Find the Wild with Blue Heron Nature Preserve	FRI	2:45 PM 4:00 PM	01/27/2023	04/28/2023
Karate Beginners and Advanced with Atlanta Karate	FRI	2:45 PM 4:00 PM	01/27/2023	04/28/2023

We hope your child enjoys their extracurricular Programs this semester. MASP is happy to be the coordinator of Mary Lin Extras/LEED Programs!

Beth Geurin, MASP Extracurricular Programs Director 770-605-5456