

# FALL 2024 SAS Extracurricular Programs Parent Welcome Letter

Welcome to SAS/MASP Extracurricular Programs! We are excited and ready to have fun! Below you will find details of afternoon logistics, how to notify school of your child's end of school day dismissal to an extracurricular, and logistics of the afternoon. If you have questions not answered in this letter, email [beth@myafterschoolprogram.com](mailto:beth@myafterschoolprogram.com). Be sure to include school your child attends (we have 6!) and your questions!

## PARENT RESPONSIBILITY ACTION ITEMS (PLEASE READ ALL):

- **FOR STUDENTS NOT ENROLLED IN SAS AFTERCARE FULL-TIME: THE FIRST DAY YOUR CHILD HAS AN EXTRAS class- the parent or caregiver MUST write a note to the child's school day classroom teacher and front office letting them know that the child will have an extracurricular class that day THROUGH the last day of the class. This should be done for each first day for each extras class, the FIRST day of the class only. Students transitioning from the Intermediate Campus should include after care bus numbers #1051 girls and #1004 boys in the note to teachers.** If this dismissal from the school day note is not done, your child will be dismissed in their usual, established way.
- **FOR STUDENTS THAT ARE ENROLLED IN SAS AFTER CARE FULL-TIME, you do not need to write a note to the child's classroom teacher. They will continue to dismiss to SAS aftercare and SAS aftercare will transition them to their extracurricular class.**
- **Parents should make sure your child's emergency contacts are updated in the child's Parent Portal account on [www.myafterschoolprogram.com](http://www.myafterschoolprogram.com). Instructors will not release children to individuals not listed as a parent or emergency contact in your CHILD'S PROFILE in your Parent Portal account.**
- **Parents and anyone picking up a child should be prepared to show ID EVERY TIME a child is picked up. There may be a substitute for the child's class and the safety of each child is our first concern. Inconvenient, maybe. For the safety of all, definitely!**
- **IF YOUR CHILD WILL BE ABSENT FROM A CLASS, PLEASE TEXT YOUR MAIN EXTRAS ON SITE CONTACT: Ms. Cynthia, Extras Program Coordinator at 404-985-7860 AND 404-693-5310 SAS aftercare (Co-Directors Lia and Angel) by 2:00 TO LET THEM KNOW YOUR CHILD WILL BE ABSENT SO WE ARE NOT EXPECTING THEM. FRONT OFFICE AND SCHOOL DAY CLASSROOM TEACHERS DO NOT SHARE SCHOOL DAY ABSENCE INFORMATION WITH US.** Parents of absent children will be called by Ms. Cynthia our Program Coordinator after instructors report the names to our program monitor by 2:30 each day.

## ALL THINGS DISMISSAL and MORE:

- **All classes take place at the Primary Campus at 370 Old Ivy Road; this is also where classes dismiss from**
- **At the end of the school day, Intermediate Campus Extracurricular students will be dismissed from their school day via afternoon announcements to APS busses first. Students will be bussed to the Primary Campus using #1051 girls after school and #1004 boys after school each afternoon with the SAS after care students the day they have a class. On arrival to Primary campus, they must report directly to the GYM for attendance and to meet their instructor who will be identified holding a sign with the class name. Remind your student to report immediately to the gym when they get off bus at the Intermediate campus- no stopping to chat! We have a short period of time to take attendance and the transition from IC to PRIMARY campus is tight. The program instructor and our staff program monitor, Ms. Cynthia are taking attendance and we need the Intermediate students to report to GYM, walking quickly after getting off the bus so we know they are on site.**
- **Primary Campus extracurricular students will be dismissed via afternoon school announcements to go to the GYM for their extracurricular class. There will be an adult to assist with this transition of the PRIMARY students. In the gym, the instructors will be waiting, holding a sign with the class name and student attendance will be taken.**
- **Around 2:30-2:35 all students will transition with their instructor to their class space.**

### SNACK

- **No snacks are to be consumed during the Extracurricular Programs time.**
- **SAS aftercare Full-Time students will be provided their snack after their extracurricular program has met for the day.**
- **If a SAS Drop-In student will go to aftercare the day their class meets (the drop-in fee will apply for this day) they will be provided a snack after their extracurricular program has met for the day.**

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- Students not enrolled in aftercare full-time or attending that day for aftercare drop-in- parents should either reach out to the school day teacher and see if they will allow for a snack before dismissal in the classroom or parents are encouraged to have one for the student once they have been picked up in carpool at the end of their class.
- Parents of children not reported as absent by the school to us, and not reported to us as absent will be called or texted by 2:40 each day (after instructors report the names to our program monitor Ms Cynthia).
- **END OF EXTRAS DISMISSAL- ALL FULL TIME SAS after care students AND Drop In students attending SAS the day they have an extras class will return to SAS at the end of their extracurricular class.** If you want your full time SAS aftercare child to go to Extras dismissal carpool at the end of their class, please text the SAS aftercare Director Ms Angel at 404-693-5310 by 2:45 the day the child has a class. At end of extras classes, students that will return to the SAS aftercare program will be met by a member of the aftercare staff near the front office so that they can transition back to SAS before all other students transition with the instructor to the carpool/walker dismissal area in the bus lanes.
- NEW DISMISSAL LOCATION THIS YEAR: We are trying something new. Please be patient. Parents should park in the back parking lot (where school carpool dismissal takes place HOWEVER, Extras parent or caregiver will PARK and walk up to the cafeteria doors-BRING ID! We will have cones with your child's class name on them. Instructors will dismiss from 2 doors of cafeteria so it does not get too crowded. Students will remain seated in the cafeteria while instructors check ID and cross check with parent or emergency contact shown for the child. Once ID is confirmed, student will be released to their pick-up person.
- Parents...PLEASE remind your student to follow the instructor's directions during class and dismissal. No running to a waiting parent without being dismissed. Students must wait until their instructor has dismissed them. Safety is our #1 priority! Please be patient.
- All persons picking up a student should be listed as parent or an emergency contact person in your child's profile, parent portal account on [www.myafterschoolprogram.com](http://www.myafterschoolprogram.com) . Pick up person should BE PREPARED TO SHOW ID AT ANY TIME. This is for your child's safety- the instructors do not know you or your caregivers these first few weeks of programming. We do not want to release children to just anyone.
- **IF there is an emergency and someone other than a person listed as a contact in the student profile, the parent should notify Ms Cynthia, Extracurriculars Program Coordinator at 404-985-7860 (TEXT IS BEST) no later than 3:00 with the name of the person picking up the student and that person's cell number. THIS INDIVIDUAL IS REQUIRED TO SHOW A VALID ID to pick up your student.**

### Parent Agreement Reminders from Registration:

- As a reminder, *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 until Friday, September 20 at 7PM. After that, no refunds will be made by MASP.
- As a reminder, *class changes* will be made until Friday, September 20 at 7PM. After that, no changes will be made. The \$10 class change fee will apply.
- During the first two weeks of extras classes, the day before a class meets, registration online will be close at 5 PM. This is so all rosters are clear for the next day. DO NOT SEND A CHILD TO A CLASS THEY ARE NOT REGISTERED FOR.
- If a school system shut-down 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 the next open semester.
- **PARENTS OF STUDENTS IN SECOND HOUR CLASSES REMINDER:** All second hour (HOUR 2 in BOLD below) class students are not permitted to be on campus in the hour after school dismissal and the second hour class beginning. Students in second hour classes can either transition into a second hour class from a first hour class, if enrolled; transition from the SAS aftercare program, if enrolled; be brought back to the school at the start of the second hour class by a parent or caregiver 5 minutes before class start time. (Hour 2 Chess students and Basketball should be brought to the Media Center entrance at the Primary campus 5 minutes before their class begins.). **ALSO NOTE CLASS END TIMES IN RED; ONLY ARRIVE FOR SECOND HOUR CLASS 5 MINUTES BEFORE CLASS START TIME.**

*Parents are always welcome* to reach out to Beth Geurin for registration issues, refunds, class changes, schedule questions, to contact a provider, joys or pains about a program or problems a child may be having.

# FALL 2024 SAS Extracurricular Programs

## Parent Welcome Letter

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

### ON SITE DAILY CONTACT:

**Ms Cynthia Moore is the Extras Monitor at SAS. Her number is 404-985-7860 (text her with absences by 2:00 or give her a text or call if you are running late for pick-up)**

If Cynthia cannot be reached, please contact:

Lia Gebrekidan or Angel Jones, SAS Co-Directors 404-693-5310 SAS Aftercare phone (on site)

Beth Geurin, MASP Extracurricular Programs Director 770-605-5456 (off site)

COURSE	Days	Start Date	End Date	Times
Master Builders with Bricks 4 Kidz	Mondays	09/09/2024	12/09/2024	2:15 PM 3:45 PM
Drama with Atlanta Children's Theatre	Mondays	09/09/2024	12/09/2024	2:15 PM 3:45 PM
Karate Beginners and Advanced with Atlanta Karate	Mondays	09/09/2024	12/09/2024	2:15 PM 3:45 PM
Tennis Principals with All Star Athletics	Mondays	09/09/2024	12/09/2024	2:15 PM 3:30 PM
Eco Fashion Design with Vamos Chicos	Mondays	09/09/2024	12/09/2024	2:15 PM 3:45 PM
STEM Velocity Lab	Tuesdays	09/10/2024	12/10/2024	2:15 PM 3:30 PM
Drawing Elements with Spunky Arts	Tuesdays	09/10/2024	12/10/2024	2:15 PM 3:30 PM
Yoga with Grounded Kids	Tuesdays	09/10/2024	12/10/2024	2:15 PM 3:30 PM
Flag Football with 411 Brand Academy	Tuesdays	09/10/2024	12/10/2024	2:15 PM 3:30 PM
Team Sports with All Star Athletics	Tuesdays	09/10/2024	12/10/2024	2:15 PM 3:30 PM
<b>GEMS (Girls in Engineering, Math and Science) with STEM Velocity</b>	<b>Tuesdays</b>	<b>09/10/2024</b>	<b>12/10/2024</b>	<b>3:40 PM 4:40 PM</b>
Robotics Senior with Steam Powered Kids	Wednesdays	09/11/2024	12/11/2024	2:15 PM 4:00 PM
Robotics Junior with Steam Powered Kids	Wednesdays	09/11/2024	12/11/2024	2:15 PM 3:30 PM
Graphic Novel & Comics Creation with Spunky Arts	Wednesdays	09/11/2024	12/11/2024	2:15 PM 3:30 PM
Tap & Ballet with Studio Go Dance	Wednesdays	09/11/2024	12/11/2024	2:15 PM 3:45 PM
<b>Drones and Design with Steam Powered Kids</b>	<b>Wednesdays</b>	<b>09/11/2024</b>	<b>12/11/2024</b>	<b>4:00 PM 5:00 PM</b>
Chess FIRST HOUR with Kid Chess	Thursdays	09/12/2024	12/12/2024	2:15 PM 3:30 PM
Chess COMBO (both hours) with Kid Chess	Thursdays	09/12/2024	12/12/2024	2:15 PM 4:40 PM
Golf with OT Sports	Thursdays	09/12/2024	12/12/2024	2:15 PM 3:30 PM
Art & Facts Around the World with Vamos Chicos	Thursdays	09/12/2024	12/12/2024	2:15 PM 3:45 PM
<b>Chess SECOND HOUR with Kid Chess</b>	<b>Thursdays</b>	<b>09/12/2024</b>	<b>12/12/2024</b>	<b>3:40 PM 4:40 PM</b>
Basketball with 411 Brand Athletics	Fridays	09/13/2024	12/13/2024	2:15 PM 3:30 PM
Soccer with OT Sports	Fridays	09/13/2024	12/13/2024	2:15 PM 3:30 PM
Kids TV - Video & Film Production	Fridays	09/13/2024	12/13/2024	2:15 PM 3:45 PM
Kids TV JR	Fridays	09/13/2024	12/13/2024	2:15 PM 3:30 PM

YOUR CHILD'S SPECIFIC SCHEDULE IS AVAILABLE IN YOUR PARENT PORTAL ACCOUNT ON

[WWW.MYAFTERSCHOOLPROGRAM.COM](http://WWW.MYAFTERSCHOOLPROGRAM.COM)

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## REMINDER:

**PARENTS of STUDENTS IN SECOND HOUR CLASSES:** As stated during registration and on our website, students enrolled in a second hour extracurricular program (**IN RED ABOVE**) must transition either from a first hour extracurricular if enrolled, from the SAS after care program if enrolled, OR be brought back to the Primary Campus Media Center entrance by a parent or caregiver 5 minutes before the class start time. It is the responsibility of the parent to make sure that the child is accounted for in the hour between school dismissal and the second hour class beginning. This is a My After School Program and SRS Elementary policy. No child is to remain on campus unattended in the hour after school day dismissal and the second hour extracurricular class beginning. **MAKE NOTE OF CLASS END TIMES IN RED; PLEASE ARRIVE NO MORE THAN 5 MINUTES BEFORE CLASS END TIME TO HELP KEEP DISMISSAL AREA FROM BEING TOO CONGESTED. PICKUP PERSONS CAN ALWAYS PARK AND WALK UP TO THE DISMISSAL AREA WITH YOUR ID.**