

## Parent Welcome Letter SPAS Extracurriculars

Welcome to Springdale Park After School (SPAS) 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.**

**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.**
- 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 students are in transition from their school day to their instructors in the cafeteria.
- 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. Extracurricular program students are released directly to extracurriculars check-in in the cafeteria at the end of their school day.
- Due to COVID protocols, snacks will not be eaten during the extracurricular program afternoon. Students returning to aftercare after their extracurricular will be provided their afternoon snack at that time.
- All classes take place at the Springdale Park campus.

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- **ABSENCE NOTIFICATIONS:** Parent should text Beth at 770-605-5456 by 1:00 on the day they have their class. Be sure to include student name, class they will miss, and school they attend (we have 4!). Parents can also email the same absence information to [beth@myafterschoolprogram.com](mailto:beth@myafterschoolprogram.com). 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.
- **PICKUP/DISMISSAL:** Please arrive no more than 10 minutes early for carpool/walker 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 and end times are shown on the scheduled below.
- Pickup person must be listed in your portal account (as an emergency contact) on [www.myafterschoolprogram.com](http://www.myafterschoolprogram.com). Person should be prepared to show ID.
- Dismissal will take place in the courtyard outside next to the café on the right side of the building. Please park and walk to pick up your student.
- **Be prepared to show ID.**
- If 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 by 1:00 the day the class meets.
- SPAS aftercare students will transition back into the SPAS aftercare program when their extracurricular class ends. If your student is enrolled SPAS aftercare and you wish to pick your student up in carpool at the end of class instead, please let Ms. Brandy the SPAS aftercare Director, know by emailing [Brandy@myafterschoolprogram.com](mailto:Brandy@myafterschoolprogram.com) by 1:00 the day the class meets.
- 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 Springdale Park. We are new to you and hope this new process and these new programs are successful!
- It is our mission to provide safe, quality, fun and engaging programming to the students of SPARK!

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)

Brandy Harrison, SPAS Aftercare Director (on site) 678-699-6643 [brandy@myafterschoolprogram.com](mailto:brandy@myafterschoolprogram.com)

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

**General schedule is on page 3 for your convenience along with some parent agreement reminders from the registration process.**

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- **Registration is open only until Friday, September 10 at 12PM. 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 September 24 at 5PM. After that, no refunds will be made.
- 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, 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.

**REMINDER: All students enrolled in second hour classes (IN BOLD) must either transition from a first hour class if enrolled, the SPAS 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 Springdale Park Elementary and Springdale Park After Care (SPAS) policy. For your student's schedule, please check the student's PERSONAL profile in your myafterschoolprogram.com PARENT PORTAL account.**

Course Name	Days	Start Date	End Date	START	END
Find the Wild with Blue Heron Nature Preserve	MON	09/13/2021	11/29/2021	2:45 PM	3:45 PM
Soccer with OT Sports	MON	09/13/2021	11/29/2021	2:45 PM	4:00 PM
Drawing with Young Rembrandts Art	MON	09/13/2021	11/29/2021	2:45 PM	4:00 PM
Kids TV	MON	09/13/2021	11/29/2021	2:45 PM	4:00 PM
Basketball Level 1 with 411 Brand Athletics	TUE	09/14/2021	11/30/2021	2:45 PM	4:00 PM
Chess FIRST HOUR with Kid Chess	TUE	09/14/2021	11/30/2021	2:45 PM	4:00 PM
<b>Chess SECOND HOUR with Kid Chess</b>	<b>TUE</b>	<b>09/14/2021</b>	<b>11/30/2021</b>	<b>4:10 PM</b>	<b>5:10 PM</b>
Chess COMBO (both hours) with Kid Chess	TUE	09/14/2021	11/30/2021	2:45 PM	5:10 PM
Kidz Tennis	TUE	09/14/2021	11/30/2021	2:45 PM	4:00 PM
Video Game and Coding with Bricks 4 Kidz	TUE	09/14/2021	11/30/2021	2:45 PM	4:00 PM
<b>Basketball Level 2 with 411 Brand Athletics</b>	<b>TUE</b>	<b>09/14/2021</b>	<b>11/30/2021</b>	<b>4:00 PM</b>	<b>5:00 PM</b>
STEM Velocity Lab	WED	09/15/2021	12/01/2021	2:45 PM	4:00 PM
3D Printing + CAD by STEM Velocity	WED	09/15/2021	12/01/2021	2:45 PM	4:00 PM
Golf with OT Sports	WED	09/15/2021	12/01/2021	2:45 PM	4:00 PM
Art & Facts Around the World with Vamos Chicos	WED	09/15/2021	12/01/2021	2:45 PM	3:45 PM
Bricks 4 Kidz	THU	09/16/2021	12/02/2021	2:45 PM	4:00 PM
Drama with Atlanta Children's Theatre	THU	09/16/2021	12/02/2021	2:45 PM	4:00 PM
Karate with Atlanta Karate	THU	09/16/2021	12/02/2021	2:45 PM	4:00 PM
Yoga with Atlanta Kids Yoga	THU	09/16/2021	12/02/2021	2:45 PM	3:45 PM
Tap & Ballet with Studio Go Dance	FRI	09/17/2021	12/03/2021	2:45 PM	4:00 PM
Robotics Advanced and FLL Competition with Steam Powered Kids	FRI	09/17/2021	12/03/2021	2:45 PM	4:30 PM
Robotics (Introduction to Lego Robotics and More!) with Steam Powered Kids	FRI	09/17/2021	12/03/2021	2:45 PM	4:00 PM