

## 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 waitlisted for or are not registered for. 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. Your child is expected to follow school day behaviors while in their extracurricular class/club. Being disruptive, destructive, disrespectful, etc. may be cause for a child to be removed from a program.**

### **PARENT ACTION ITEMS AND RESPONSIBILITIES:**

\*Mark

your family calendar with all class start and end dates and times for each child..

- **TRANSPORTATION CHANGE/NOTES TO TEACHERS: !! PARENTS!! the first day of your student's extracurricular class, the parent MUST send a note to the child's school day classroom teacher/front office notifying them of the student's dismissal at the end of the school day for each class day the child has an extracurricular program. Also indicate on the note the dates of the class (found in your Parent Portal account on [www.myafterschoolprogram.com](http://www.myafterschoolprogram.com)). This note will serve as the transportation change for that day of the week until the last day of class. IF this is not done, the student will be dismissed from the end of their school day 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.

### **GENERAL LOGISTICS FOR THE EXTRAS AFTERNOON:**

- K campus students will be bussed from the K campus to the main SPARK campus. They have a list of students attending programs and will use that list along with parent note to teachers (see above in PARENT ACTION ITEMS AND RESPONSIBILITIES) to make sure students transition properly at the end of the school day.
- All classes take place at the main SPARK campus. All students not transitioning back to SPAS after care after their class ends should be picked up by a parent or caregiver listed in their Parent Portal contacts in the courtyard outside the cafeteria at the end of class.
- Start time for first hour classes will show 2:45 on the schedule. Please note that from 2:55-3:00 students are in transition from their school day classroom to their instructors in the cafeteria.

## Parent Welcome Letter SPAS Extracurriculars

- Instructors will be waiting for the students in the cafeteria, holding signs indicating the class name. Instructors will report absences to our on-site program monitor/SPAS aftercare Director 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.
- 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 main campus.

**ABSENCE NOTIFICATIONS: Parent should make the following THREE email notifications (a group email is OK) on days your child is absent: [brandy@myafterschoolprogram.com](mailto:brandy@myafterschoolprogram.com), [terri@myafterschoolprogram.com](mailto:terri@myafterschoolprogram.com) , [beth@myafterschoolprogram.com](mailto:beth@myafterschoolprogram.com), by 2:00 on the day they have their class. Be sure to include student name, class they will miss, and school they attend (we have 5!).** 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 pickup in the courtyard area outside the café. Most classes dismiss at 4:00 - **check your student's schedule in their personal profile in your Parent Portal account for their class details and end times.** General schedule is also shown on page 4 of this document.
- **Pickup person must be listed in your portal account (as an emergency contact) on [www.myafterschoolprogram.com](http://www.myafterschoolprogram.com) .** Person picking up should be prepared to show ID. **We will not release a child to someone not listed in your parent portal account without speaking to the parent or guardian of that child. THIS IS OUR POLICY.** UPDATE your emergency contacts in your parent portal account before programs begin.
- **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 in the courtyard outside the cafeteria.**
- **Be prepared to show ID** each time you pick up. You never know when there may be a substitute- a rare occurrence, but it could happen.
- 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 the following THREE people: [brandy@myafterschoolprogram.com](mailto:brandy@myafterschoolprogram.com), [terri@myafterschoolprogram.com](mailto:terri@myafterschoolprogram.com) and [beth@myafterschoolprogram.com](mailto:beth@myafterschoolprogram.com) by 2:00 if possible the day the class meets, *before dismissal*. We will be working with children in the aftercare programs, so PLEASE notify by 2:00.

## **Parent Welcome Letter SPAS Extracurriculars**

- **SPAS aftercare students, full time and those attending as a drop-in on the day they attend an extracurricular class, 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 at the end of class instead, please notify the following: [brandy@myafterschoolprogram.com](mailto:brandy@myafterschoolprogram.com), [terri@myafterschoolprogram.com](mailto:terri@myafterschoolprogram.com) by 2:00 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.
- Students are expected to follow the code of conduct for Springdale Park Elementary while participating in SPAS Extracurricular Programs. In addition, the following policies and procedures for MASP aftercare apply to the extracurricular programs day and can be found on [www.myafterschoolprogram.com](http://www.myafterschoolprogram.com) under Parent Handbook. Behavior Policy page 4, Special Services/Inclusion page 5, Refusal of Care page 5, Page 6)
- 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)

Terri Cooke, Interim Director starting October 2022 (one site) [terri@myafterschoolprogram.com](mailto:terri@myafterschoolprogram.com)

Kim Bishop, Springdale Park 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 SPAS Extracurriculars

### REGISTRATION AGREEMENT REMINDERS:

\*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 23 at 5PM. After that, no refunds will be made.

\*Class changes will be made until September 24 at 8 PM. After that, no changes will be made.

\*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.

**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 day 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.

<b>SPAS EXTRAS</b> (formerly SPARK CLUBS)				
Course Name	Days	Times	Start Date	End Date
Basketball Level 1 with 411 Brand Athletics	Mondays	2:45 PM 4:00 PM	09/12/2022	12/05/2022
Find the Wild with Blue Heron Nature Preserve	Mondays	2:45 PM 4:00 PM	09/12/2022	12/05/2022
Soccer with OT Sports	Mondays	2:45 PM 4:00 PM	09/12/2022	12/05/2022
Kids TV - Video & Film Production	Mondays	2:45 PM 4:15 PM	09/12/2022	12/05/2022
Drawing Elements with Spunky Arts	Mondays	2:45 PM 4:00 PM	09/12/2022	12/05/2022
<b>Basketball Level 2 with 411 Brand Athletics</b>	<b>Mondays</b>	<b>4:00 PM 5:00 PM</b>	<b>09/12/2022</b>	<b>12/05/2022</b>
<b>Graphic Novel &amp; Comics Creation</b>	<b>Mondays</b>	<b>4:10 PM 5:10 PM</b>	<b>09/12/2022</b>	<b>12/05/2022</b>
Tap & Ballet with Studio Go Dance	Tuesdays	2:45 PM 4:00 PM	09/13/2022	12/06/2022
Chess FIRST HOUR with Kid Chess	Tuesdays	2:45 PM 4:00 PM	09/13/2022	12/06/2022
Chess COMBO (both hours) with Kid Chess	Tuesdays	2:45 PM <b>5:10 PM</b>	09/13/2022	12/06/2022
Kidz Tennis	Tuesdays	2:45 PM 4:00 PM	09/13/2022	12/06/2022
Video Game and Coding with Bricks 4 Kidz	Tuesdays	2:45 PM 4:00 PM	09/13/2022	12/06/2022
<b>Chess SECOND HOUR with Kid Chess</b>	<b>Tuesdays</b>	<b>4:10 PM 5:10 PM</b>	<b>09/13/2022</b>	<b>12/06/2022</b>
STEM Velocity Lab	Wednesdays	2:45 PM 4:00 PM	09/14/2022	12/07/2022
Golf with OT Sports	Wednesdays	2:45 PM 4:00 PM	09/14/2022	12/07/2022
Art & Facts Around the World with Vamos Chicos	Wednesdays	2:45 PM 3:45 PM	09/14/2022	12/07/2022
Bricks 4 Kidz Master Builders	Thursdays	2:45 PM 4:00 PM	09/15/2022	12/08/2022
Drama with Atlanta Children's Theatre	Thursdays	2:45 PM 4:00 PM	09/15/2022	12/08/2022
Karate Advanced with Atlanta Karate	Thursdays	2:45 PM 4:00 PM	09/15/2022	12/08/2022
Karate Beginners with Atlanta Karate	Thursdays	2:45 PM 4:00 PM	09/15/2022	12/08/2022
Intown Tumbling Yoga	Thursdays	2:45 PM 4:00 PM	09/15/2022	12/08/2022
Robotics Senior with Steam Powered Kids	Fridays	2:45 PM <b>4:30 PM</b>	09/16/2022	12/09/2022
Robotics Junior with Steam Powered Kids	Fridays	2:45 PM 4:00 PM	09/16/2022	12/09/2022