

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. This is a ton of information, but includes answers to most commonly asked questions.

BEFORE CLASSES BEGIN: Parents, review 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 student to a class they are waitlisted for or are not registered for. We have specific capacities and procedures.

PLEASE SHARE THE PROGRAM DETAILS, EXPECTATIONS, and PROCEDURES BELOW WITH YOUR STUDENT TO HELP PREPARE THEM FOR NEXT WEEK. Your student is expected to follow school day behaviors while in their extracurricular class/club. Being disruptive, destructive, disrespectful, etc. may be cause for a student 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 student..

- **TRANSPORTATION CHANGE/NOTES TO TEACHERS: !! PARENTS!! the first day of your student's extracurricular class, the parent MUST NOTIFY THE FOLLOWING : 1) email SpringdaleTransportC@atlanta.k12.ga.us 2) send a note or email by 9AM to the student's school day classroom teacher AND front office notifying them of the student's dismissal at the end of the school day for each class day the student has an extracurricular program. Also indicate on the note the dates of the class (found in your Parent Portal account on 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 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 with the SPAS aftercare students by APS bus from the K campus to the main SPARK campus where all MASP extras classes take place. K campus has a list of students attending programs and will use that list along with parent note YOU WRITE to the student's school day classroom teacher, office and (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.
- 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.

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- 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 student is absent: brandy@myafterschoolprogram.com, terri@myafterschoolprogram.com , beth@myafterschoolprogram.com, by 2:00 on the day they have their class. **Be sure to include the student's 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 student 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:

- Students not transitioning back to SPAS after care after their extras class ends should be picked up by a parent or caregiver listed in the *STUDENT'S* Parent Portal emergency contacts in the courtyard outside the cafeteria at the end of class. Emergency Contacts are also pickup persons. (If you want to indicate someone as pick-up only, indicate PUO before that person's first name)
- 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 profile in your Parent Portal account for their class details and end times.** A general schedule is also shown on page 4 of this document.
- **Pickup person must be listed in your student's portal account (as an emergency contact) on www.myafterschoolprogram.com .** Person picking up must be prepared to show ID. **Student should not be dismissed to someone not listed in your student's parent portal account without speaking to the parent or guardian of that student. THIS IS OUR POLICY; program providers have been instructed to follow this policy.** UPDATE your emergency contacts in your ***STUDENT'S*** 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. Instructors should ask for ID the first three weeks of programming until they are familiar with parents or pick up persons.
- **If you notice an instructor is not checking ID, please email beth@myafterschoolprogram.com so this can be addressed this with the program provider.**

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- If in an EMERGENCY SITUATION, someone other than the parent or additional contacts you entered in our system will pick your student up after an extracurricular class, **PARENT must notify the following THREE people:** brandy@myafterschoolprogram.com, **NEW**→ toya@myafterschoolprogram.com and beth@myafterschoolprogram.com by 2:00 if possible the day the class meets, *before extras program dismissal*. Our program monitors, the SPAS Directors, will be working with students in the aftercare programs, so PLEASE notify by 2:00 when possible.
- **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, **NEW**→ toya@myafterschoolprogram.com by 2:00 the day the class meets.
- The first two or three 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 us know of any joys your student has shared about their class as well as 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 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

Brandy Harrison, SPAS Aftercare Co-Director (on site) 678-699-6643 brandy@myafterschoolprogram.com

Toya Harrison, SPAS Aftercare Co-Director (on site) toya@myafterschoolprogram.com

Kim Bishop, Springdale Park After School Owner 404-433-6126 kim@myafterschoolprogram.com

A general schedule is on page 4 for your convenience along with some parent agreement reminders from the registration process. Student specific schedule is found on www.myafterschoolprogram.com in your parent portal account.

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REGISTRATION AGREEMENT REMINDERS:

*Class refunds will only be given at rate of class fee minus \$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. A \$10 class change fee applies.

*If a school system shut-down (like COVID) 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.

Before programs begin, parents are responsible for making sure that their second hour program student is cared for (either at SPAS aftercare (if enrolled), in a first hour extras program (if enrolled) or is brought back to the school 5 minutes before class start time by a parent or caregiver. 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. Parents or caregivers must walk their second hour class (IN BOLD below) student to the courtyard extras dismissal area 5 minutes before the class start time indicated below. If enrolled in SPAS or a first hour extras, they will transition from that program to their second hour program.

SPAS Winter-Spring '23 Extracurriculars Schedule				
Course Name	Days	Times	Start Date	End Date
Basketball Level 1 with 411 Brand Athletics	MON	2:45 PM 4:00 PM	01/23/2023	04/24/2023
Basketball Level 2 with 411 Brand Athletics	MON	4:00 PM 5:00 PM	01/23/2023	04/24/2023
Find the Wild :Blue Heron Nature Preserve	MON	2:45 PM 4:00 PM	01/23/2023	04/24/2023
Soccer with OT Sports	MON	2:45 PM 4:00 PM	01/23/2023	04/24/2023
Kids TV - Video & Film Production	MON	2:45 PM 4:15 PM	01/23/2023	04/24/2023
Drawing Elements with Spunky Arts	MON	2:45 PM 4:00 PM	01/23/2023	04/24/2023
Graphic Novel & Comics Creation	MON	4:10 PM 5:10 PM	01/23/2023	04/24/2023
Tap & Ballet with Studio Go Dance	TUE	2:45 PM 4:00 PM	01/24/2023	04/25/2023
Chess FIRST HOUR with Kid Chess	TUE	2:45 PM 4:00 PM	01/24/2023	04/25/2023
Chess COMBO (both hours) with Kid Chess	TUE	2:45 PM 5:10 PM	01/24/2023	04/25/2023
Chess SECOND HOUR with Kid Chess	TUE	4:10 PM 5:10 PM	01/24/2023	04/25/2023
Kidz Tennis	TUE	2:45 PM 4:00 PM	01/24/2023	04/25/2023
STEM Velocity Lab	WED	2:45 PM 4:00 PM	01/25/2023	04/26/2023
Golf : OT Sports	WED	2:45 PM 4:00 PM	01/25/2023	04/26/2023
Art & Facts Around the World : Vamos Chicos	WED	2:45 PM 4:00 PM	01/25/2023	04/26/2023
Video Game and Coding : Bricks 4 Kidz	WED	2:45 PM 4:00 PM	01/25/2023	04/26/2023
Bricks 4 Kidz Master Builders	THUR	2:45 PM 4:00 PM	01/26/2023	04/27/2023
Drama : Atlanta Studentren's Theatre	THUR	2:45 PM 4:00 PM	01/26/2023	04/27/2023
Karate Beginners : Atlanta Karate	THUR	2:45 PM 4:00 PM	01/26/2023	04/27/2023
Karate Advanced : Atlanta Karate	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
Robotics Senior : Steam Powered Kids	FRI	2:45 PM 4:00 PM	01/27/2023	04/28/2023
Robotics Junior : Steam Powered Kids	FRI	2:45 PM 4:00 PM	01/27/2023	04/28/2023
Drones and Design : Steam Powered Kids	FRI	4:00 PM 5:00 PM	01/27/2023	04/28/2023

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