

## **Parent Welcome Letter Virginia- Highland After School Extracurriculars**

Welcome to Fall '24 Virginia- Highland After School (VHAS) Extracurricular Programs! We are excited to be here and ready to have some fun! Please read this letter 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:** Parent should login to the Parent Portal on [www.myafterschoolprogram.com](http://www.myafterschoolprogram.com) to view your student's schedule. Do not send your student to a class they are waitlisted for. That class is FULL. We have specific capacities and procedures. **THIS IS ALSO A GOOD TIME TO ADD PICK UP PERSONS FOR YOUR STUDENT IN THE STUDENT PROFILE IN YOUR PARENT PORTAL ACCOUNT. PICK UP PERSONS MUST BE LISTED IN STUDENT PROFILE AS A PARENT OR EMERGENCY CONTACT FOR THE INSTRUCTOR TO RELEASE THE STUDENT.**

**PLEASE SHARE THESE PROGRAM DETAILS, EXPECTATIONS, and PROCEDURES BELOW WITH YOUR STUDENT TO HELP PREPARE THEM FOR NEXT WEEK.**

**UPDATED 9/9/2024: Ms. Monica, will be your Primary Contact for VHAS EXTRAS 678-891-9220 (text is BEST) and [monica@myafterschoolprogram.com](mailto:monica@myafterschoolprogram.com). Ms. Monica is part of our VHAS aftercare leadership team! 😊 SAVE Ms. Monica's INFORMATION IN YOUR PHONE!**

- Please mark your family calendar with all start and end dates and times and confirm schedules in your parent portal account on [www.myafterschoolprogram.com](http://www.myafterschoolprogram.com) .

**PARENT MUST CHANGE END OF SCHOOL DAY DISMISSAL PROCEDURE:** For all enrolled students (INCLUDING Full-time VHAS AFTERCARE STUDENTS) use this link from VHAS that provides instructions on how to change your student's end of school day dismissal to VHAS Extras:

[https://www.canva.com/design/DAGPwF7\\_vAQ/VslxtXMfUg13AtHtKyhOwg/view?utm\\_content=DAGPwF7\\_vAQ&utm\\_campaign=designshare&utm\\_medium=link&utm\\_source=editor](https://www.canva.com/design/DAGPwF7_vAQ/VslxtXMfUg13AtHtKyhOwg/view?utm_content=DAGPwF7_vAQ&utm_campaign=designshare&utm_medium=link&utm_source=editor)

If this dismissal change is not done, the student will be dismissed via their usual daily procedure in Pik My Kid. This is for the END OF SCHOOL DAY DISMISSAL.

- If your student has special needs not mentioned in your student's registration, email [beth@myafterschoolprogram.com](mailto:beth@myafterschoolprogram.com) 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 new sensory issues, allergies, fears, etc.

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- Start time for first hour classes will show 2:15 on the schedule. **Please note that from 2:15/school dismissal, Extras students are in transition from their school day to their instructors in the cafeteria.** Instructors will report absences to Ms. Monica and parents of absent students will be called.
- Instructors and students will transition to their class space at 2:30-2:35. Students are released directly to extracurriculars check-in cafeteria at the end of their school day via end of school announcements.
- Snacks will not be eaten during the extracurricular program afternoon. Students returning to aftercare after their extracurricular will be provided their afternoon snack after their extracurricular class has met. If you have concerns about your student being hungry, the student's school day classroom teacher may let them have their brought from home snack before end of school day dismissal.
- **All classes take place at the Virginia- Highland Elementary campus.**
- **ABSENCE NOTIFICATIONS: If your student will be absent, parent should text Monica at 678-891-9220 by 1:30 on the day they will miss their class. Be sure to include student name, class they will miss, and school they attend (we have 6!). Parents can also email the same absence information to [beth@myafterschoolprogram.com](mailto:beth@myafterschoolprogram.com) and [monica@myafterschoolprogram.com](mailto:monica@myafterschoolprogram.com) by noon the day the class meets. Please do not text us absences two weeks in advance. You don't have to text and email, but please do one or the other! 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. Parents, please know, elementary school classroom teachers do not relay your student's school day absences or early pickups to us. Being mindful of your student's absence notifications to MASP/VHAS Extras helps us be efficient!**
- **STUDENT PICKUP/DISMISSAL:** Please arrive no more than 10 minutes early for pick up. Dismissal times are staggered- some classes dismiss at 3:30, 3:45 or later- check your student's schedule in their personal profile in your Parent Portal account for their class end time.
- ALL Full-Time VHAS after care students (and drop ins attending VHAS on the day they have an extras class) will be dismissed from their extracurricular program back to VHAS aftercare; VHAS Full Time aftercare parents (or VHAS drop ins attending that day after class) should be picked up in the VHAS aftercare dismissal area.
- **Person picking up should be prepared to show ID. This is for the safety of your student. IN THE STUDENT PROFILE (not in the parent profile!), make sure your nannies, grandparents, spouses, siblings that may pick up your student are added to your [www.myafterschoolprogram.com](http://www.myafterschoolprogram.com) Parent Portal account as an EMERGENCY CONTACT. Otherwise, they will be asked to step aside the pick-up line, we will call you and see if they are permitted to pick up. We will not release a student without permissions from the parent/guardian the student's portal account. We do not have access to student pick-up persons within the APS system; we are an independent business and have our own system.**

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- Our dismissal procedure: Park in a designated parking space in the front parking lot and walk up to the front of the school. Dismissal will take place at the school entrance doors. Parents will remain outside; please line up behind the cone with your student's class name on it. Instructors will stand at a door near your dismissal cone, they will ask you to walk up, then they will check your ID and then release your student. Students will be held inside until ID is verified as an EMERGENCY CONTACT/PICK UP PERSON.
- WE ARE A NO CELL PHONE ZONE!!
- 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 Beth via text at 770-605-5456 and Monica at 678-891-9220 by 3:15 the day the class meets** and additionally, IF the pickup person will pick up on a regular basis, ADD THE PICK UP PERSON TO YOUR STUDENT'S PROFILE in [www.myafterschoolprogram.com](http://www.myafterschoolprogram.com).
- VHAS aftercare students will transition back into the VHAS aftercare program when their extracurricular class ends and dismissed using the aftercare release process.
- 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 Virginia- Highland After School Extras (VHAS EXTRAS). It is our mission to provide safe, quality, fun and engaging programming to our students.

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) (OFF SITE)

**Monica Singer, VHAS Aftercare Director (ON SITE) 678-891-9220 [Monica@myafterschoolprogram.com](mailto:Monica@myafterschoolprogram.com)**

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

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

- Registration is closed online. 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 Friday, September 20 at 5PM. After that, no refunds will be made.
- Class changes will be made until Friday, September 20 at 5PM. 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.

**GENERAL COURSE SCHEDULE IS ON THE NEXT PAGE;**

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**YOUR STUDENT'S SCHEDULE CAN BE FOUND IN THE PARENT PORTAL on  
[www.myafterschoolprogram.com](http://www.myafterschoolprogram.com)**

COURSE	DAY	START	END	TIME
Chess COMBO (both hours) with Kid Chess	Mondays	09/09/2024	12/09/2024	2:15 PM <b>4:40 PM</b>
Chess FIRST HOUR with Kid Chess	Mondays	09/09/2024	12/09/2024	2:15 PM 3:30 PM
Drawing Elements with Spunky Arts	Mondays	09/09/2024	12/09/2024	2:15 PM 3:30 PM
Flag Football with 411 Brand Academy	Mondays	09/09/2024	12/09/2024	2:15 PM 3:30 PM
<b>Chess SECOND HOUR with Kid Chess</b>	<b>Mondays</b>	<b>09/09/2024</b>	<b>12/09/2024</b>	<b>3:40 PM 4:40 PM</b>
Drama with Atlanta Children's Theatre	Tuesdays	09/10/2024	12/10/2024	2:15 PM <b>3:45 PM</b>
STEM Velocity Lab	Tuesdays	09/10/2024	12/10/2024	2:15 PM 3:30 PM
TONCHU Martial Arts Academy	Tuesdays	09/10/2024	12/10/2024	2:15 PM 3:30 PM
Arts & Facts Around the World with Vamos Chicos	Wednesdays	09/11/2024	12/11/2024	2:15 PM <b>3:45 PM</b>
Master Builders with Bricks 4 Kidz	Wednesdays	09/11/2024	12/11/2024	2:15 PM 3:30 PM
Tennis Principals with All Star Athletics	Wednesdays	09/11/2024	11/20/2024	2:15 PM 3:30 PM
Yoga with Grounded Kids	Wednesdays	09/11/2024	12/11/2024	2:15 PM 3:30 PM
Kids TV - Video & Film Production	Thursdays	09/12/2024	12/12/2024	2:15 PM <b>3:45 PM</b>
Robotics Junior with Steam Powered Kids	Thursdays	09/12/2024	12/26/2024	2:15 PM 3:30 PM
Robotics Senior with Steam Powered Kids	Thursdays	09/12/2024	12/12/2024	2:15 PM <b>4:00 PM</b>
Team Sports with All Star Athletics	Thursdays	09/12/2024	12/12/2024	2:15 PM 3:30 PM
Tap & Ballet with Studio Go Dance	Thursdays	09/12/2024	12/12/2024	2:15 PM <b>3:45 PM</b>
<b>Hip Hop with Studio Go Dance</b>	<b>Thursdays</b>	<b>09/12/2024</b>	<b>12/12/2024</b>	<b>3:40 PM 4:40 PM</b>
<b>Drones and Design with Steam Powered Kids</b>	<b>Thursdays</b>	<b>09/12/2024</b>	<b>12/12/2024</b>	<b>4:00 PM 5:00 PM</b>
Basketball with 411 Brand Athletics	Fridays	09/13/2024	12/13/2024	2:15 PM 3:30 PM
Graphic Novel & Comics with Spunky Arts	Fridays	09/13/2024	12/13/2024	2:15 PM 3:30 PM
Eco Fashion Design with Vamos Chicos	Fridays	09/13/2024	12/13/2024	2:15 PM <b>3:45 PM</b>

**REMINDER:** All students enrolled in **second hour classes (IN BOLD)** must either transition from a first hour class if enrolled, the VHAS 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. **PARENT IS RESPONSIBLE FOR, PRIOR TO THE FIRST DAY OF THE SECOND HOUR CLASS, MAKING SURE THEIR STUDENT HAS CARE DURING THE HOUR BETWEEN SCHOOL DISMISSAL AND A SECOND HOUR CLASS BEGINNING.** This is a My After School Program and Virginia- Highland After School policy. For your student's schedule, please check the student's PERSONAL profile in your myafterschoolprogram.com PARENT PORTAL account.