

MAS EXTRAS

PARENT WELCOME LETTER

rev 9.8.26 f

Welcome to Morningside After School (MAS) Extracurricular Programs! We are excited to begin a new session and look forward to a fun semester. Please read this information carefully, as it includes important details about student schedules, parent responsibilities, afternoon transitions, attendance, dismissal, pickup, and class changes. If you have any questions after reading this letter, email me at beth@myafterschoolprogram.com. ~ Beth Geurin\ MASP Extras Director

STUDENT EXPECTATIONS

Please review the extracurricular program expectations with your child before classes begin. Students are expected to follow the behavior standards outlined by Morningside Elementary and the MAS Aftercare program. Appropriate behavior and respect toward classmates, instructors, and staff are required for students to remain in their extracurricular classes.

PARENT END OF SCHOOL DAY DISMISSAL TO EXTRAS RESPONSIBILITY:

Parent must update the student's end of school day dismissal in PIK MY KID by 10AM the day the first class meets. For all MASP Extras students enrolled in a MASP Extras class, including FULL-TIME MAS Aftercare students. Parents **MUST** follow procedures in the link below for end of school day student dismissal/transportation changes for Morningside Elementary using their Pik My Kid app.

Go to <https://www.atlantapublicschools.us/Page/65339>

*and select **AFTERSCHOOL** then **EXTRACURRICULARS** for the days your child has a class.*

Indicate schedule change FOR EACH DAY the student's Fall 2026 extracurricular class meets. If this is not done, the student will be dismissed via their regular daily end of school day dismissal procedure. **THIS IS FOR END OF SCHOOL DAY DISMISSAL TO EXTRAS. MAS AFTERCARE / MAS EXTRAS DOES NOT HAVE ACCESS OR INSTRUCTIONS FOR THE PIK MY KID APP. CONTACT SCHOOL FRONT OFFICE IF YOU NEED ASSISTANCE OR CLARIFICATION ON HOW TO USE THE PIK MY KID APP.**

BEFORE CLASSES BEGIN

STUDENT SCHEDULES- Before programs begin, parents should log in to the Parent Portal and review their child's individual schedule. Please confirm all class days, start times, and end times and add them to your family calendar. **If your child is waitlisted for a class, they are not enrolled. Do not send them.** A waitlisted class is full or has reached its enrollment capacity, and sending a student who is not enrolled may result in a parent being contacted for pickup.

EMERGENCY CONTACTS = PICKUP PERSONS in our system. Parents should review on www.myafterschoolprogram.com in the PARENT PORTAL dashboard and update the **Parent and Emergency Contacts in the student's name box profile – click RELATIONSHIPS to begin, be sure to SAVE when complete.** Anyone who is an approved pickup person must be tagged as an **Emergency Contact in the student's profile so we can see it in our dismissal app.** For safety and efficiency, we recommend keeping the emergency contact list limited to two or three current pickup persons.

WE USE INFORMATION DATA YOU ENTER INTO OUR PORTAL DURING REGISTRATION- MAS Aftercare and Extras does not have access to the school's PikMyKid information. We use our own end of extras day dismissal system, so it is important that your child's information in the My After School Program Parent Portal for the STUDENT is accurate and up to date so we have it for our end of programming dismissal.

AFTERNOON TRANSITION AND CLASS LOGISTICS

First-hour extracurricular classes begin at **2:15 PM**. The period from approximately 2:15–2:30 is used for students to transition from the school day, meet their instructors, and complete attendance. Students are released to Extras through school announcements and their classroom teachers.

Each afternoon, the school dismissal announcements direct students to extracurricular programs where they check in at the **gym** to meet Ms. Alexis and their instructor. Younger students are assisted to the gym location by a MAS Staff person or school day teacher. Students should not stop along the way to chat or visit with others. Our attendance and absence reporting time is very tight. Instructors will be waiting in the gym, attendance will be taken, and parents of absence students we have not received an absence notification for will be contacted.

At 2:30, after attendance is complete and all students are accounted for, instructors will transition student as a group to the restroom and then to their assigned class spaces.

Second-hour class students have a different transition procedure. They are not dismissed directly to their second-hour class at the end of the school day. Instead, **second hour extras students must transition to their second hour class either from a first-hour extracurricular class, MAS Aftercare, or be brought back to school by a parent or caregiver.** If a parent or caregiver is bringing a second-hour student back to campus, the student should be brought directly to the **gym doors approximately 10 minutes before class begins** and be checked in with Ms. Alexis or the instructor directly. Students should not be dropped off at the gym to wait independently.

All Students that are not attending MAS aftercare will be picked up by a parent or caregiver at the MAS Gym doors. Bring ID. Instructors should cross check pickup person ID to the names you have listed as parent or Emergency contact in your STUDENT PROFILE in the parent portal on www.myafterschoolprogram.com (more about dismissal from extras is below)

SNACKS

Snacks are not provided or permitted during the extracurricular program and may not be eaten in the gym or extracurricular classroom spaces. If you are picking up your child after Extras, please plan to provide a snack at pickup. Students who return to MAS Aftercare after their extracurricular class will receive their snack through the aftercare program.

ABSENCE NOTIFICATION

If your child will be absent from an extracurricular class, please notify the program **by 12:00 PM on the day of the class.**

To notify of absence, text **Alexis Williams at 404-416-7179** and **Beth Geurin at 770-605-5456**, or email alexis@myafterschoolprogram.com and beth@myafterschoolprogram.com. Include your child's **first and last name, school, and the class they will miss.** Because MASP serves students from multiple schools, including all three pieces of information helps us make sure the correct instructor is notified.

DISMISSAL FROM EXTRAS FOR STUDENTS THAT ARE NOT MAS AFTERCARE:

The process for MAS Extras dismissal: Pickup from Extras takes place at the **gym doors for all students.** Parents and caregivers should **not park on the Morningside campus for Extras pickup.** At the request of Morningside Elementary administration, **families picking up from MASP Extras should park in the parking lot at Haygood Methodist and walk to the school gym doors.**

Please arrive on time but **no more than 10 minutes before your child's scheduled class end time.** Check the individual schedule in your Parent Portal for the correct dismissal time. Arriving too early can create congestion at the gym doors, so we ask families to follow the scheduled pickup window.

Anyone picking up your child must bring **ID every time** and must be listed as a parent or emergency contact in the child's Student Profile in the Parent Portal. You can update this in the student's name box under relationships. MASP/MAS Extras is a separate program and does not have access to the school's approved pickup list, so the information in your child's MASP profile must be current.

During the first few weeks, dismissal may take a little longer as instructors, students, and families become familiar with the process. Staff will carefully verify pickup information and work through the transition and end-of-class procedures. **We appreciate your patience while everyone gets accustomed to the new routines.**

DISMISSAL FROM EXTRAS FOR FULL-TIME MAS AFTERCARE STUDENTS

Students enrolled in full-time MAS Aftercare will automatically return to MAS Aftercare. They will be checked back into the aftercare program. Parents should follow the normal MAS Aftercare pickup procedures.

MAS DROP IN PARENTS: Parents of MAS Drop In students should let Ms. Patricia and Ms. Alexis know if the student will go to MAS aftercare after their extras class ends so they know to expect your student.

EMERGENCY PICKUP CHANGES

If someone other than a parent or an approved emergency contact needs to pick up your child, notify **Alexis and Beth by 3:00 PM on the day of class by text (above) whenever possible.** Because the person may not be listed in the child's profile, advance notification allows the dismissal team to verify and document the change before releasing the student. Again, include child first and last name, school they attend and class this is for.

CLASS CHANGES, WITHDRAWALS AND REFUNDS

Online registration for the semester closes **Wednesday, September 9 at 12:00 NOON so we can finalize rosters.** Class changes and system withdrawal requests must be submitted by **Friday, September 25 at 7:00 PM.** After that deadline, MASP will not make class changes, withdrawals or provide system refunds. To inquire about class changes/withdrawals between September 9th and 25th, email beth@myafterschoolprogram.com.

MISSED CLASSES AND SCHOOL CLOSURES

If there is an extended school-system shutdown, extracurricular programs will be placed on hold. If a class is canceled because of an instructor absence, the class will be made up at the end of the semester whenever possible. If the class cannot be made up by adding a week to the end of the semester, the provider may issue a refund if it is part of their policy. **If the school is closed, extracurricular programs will not meet that day, including early release which is calculated for in the calendar.**

IMPORTANT CONTACT INFORMATION

Alexis Williams — Main on-site MAS Extras Coordinator- In person, day to day Extras contact on site each day
404-416-7179
alexis@myafterschoolprogram.com

Beth Geurin — Director of Extracurricular Programs, off-site. Able to assist with anything Extras related from Admin to site
770-605-5456
beth@myafterschoolprogram.com

Patricia Sherman — MAS Aftercare Director, on-site secondary contact. Reach out to Patricia if you cannot reach Alexis
770-896-7794
patricia@myafterschoolprogram.com

Kim Bishop — MASP Program Owner, off-site
404-433-6126
kim@myafterschoolprogram.com

FINAL REMINDERS

Before the first class make sure:

- 1) Your child's Parent Portal profile and emergency contacts are current
- 2) Complete the required PikMyKid end of school day dismissal change for each Extras Day using the link provided on page 1
- 3) Review the transition and behavior expectations with your child
- 4) Waitlist status students are not enrolled in the class
- 5) Second-hour classes, make sure your child has appropriate supervision between the end of the school day and the beginning of their class- see at bottom of general schedule in RED.

Thank you for allowing your child to participate in Morningside After School Extracurricular Programs. Our goal is to provide safe, high-quality, engaging programming while making the afternoon transition as smooth as possible for students, families, instructors, and school staff. We appreciate your partnership and look forward to a great semester! ~Beth Geurin | MASP Extras Director beth@myafterschoolprogram.com

GENERAL SCHEDULE ON NEXT PAGE

CONFIRM YOUR STUDENT'S INDIVIDUAL SCHEDULE IN PARENT PORTAL ACCOUNT ON YOUR DASHBOARD

GENERAL MAS EXTRA FALL 2026 EXTRA SCHEDULE

Course Name	Days	Times	Start Date	End Date
ROBO-MES JR with Make 555	Mondays	2:15 PM 3:30 PM	09/14/2026	12/07/2026
Graphic Novel & Comics Creation with Spunky Arts	Mondays	2:15 PM 3:30 PM	09/14/2026	12/07/2026
Drawing Elements with Spunky Arts	Mondays	2:15 PM 3:30 PM	09/14/2026	12/07/2026
Team Sports with All Star Athletics	Mondays	2:15 PM 3:30 PM	09/14/2026	12/07/2026
Drama with Atlanta Children's Theatre	Mondays	2:15 PM 3:45 PM	09/14/2026	12/07/2026
Arts & Facts with Vamos Chicos	Mondays	2:15 PM 3:45 PM	09/14/2026	12/07/2026
Basketball Level 1 (first hour) with 411 Brand Athletics	Tuesdays	2:15 PM 3:30 PM	09/15/2026	12/08/2026
Breakdance Grades 1-2 with Sick Step	Tuesdays	2:15 PM 3:30 PM	09/15/2026	12/08/2026
Breakdance Grades 3-5 with Sick Step	Tuesdays	2:15 PM 3:30 PM	09/15/2026	12/08/2026
Lacrosse 411 Brand Athletics	Tuesdays	2:15 PM 3:30 PM	09/15/2026	12/08/2026
Kids TV - Video & Film Production	Tuesdays	2:15 PM 3:45 PM	09/15/2026	12/08/2026
Eco Fashion Design with Vamos Chicos	Tuesdays	2:15 PM 3:45 PM	09/15/2026	12/08/2026
Basketball Level 2 (second hour) with 411 Brand Athletics	Tuesdays	3:40 PM 4:40 PM	09/15/2026	12/08/2026
ROBO-MES JR with Make 555	Wednesdays	2:15 PM 3:30 PM	09/16/2026	12/09/2026
Soccer with 411 Brand Athletics	Wednesdays	2:15 PM 3:30 PM	09/16/2026	12/09/2026
Tap & Ballet with Studio Go Dance	Wednesdays	2:15 PM 3:30 PM	09/16/2026	12/09/2026
Magical Clay with Vamos Chicos	Wednesdays	2:15 PM 3:45 PM	09/16/2026	12/09/2026
TONCHU Martial Arts Academy	Wednesdays	2:15 PM 3:45 PM	09/16/2026	12/09/2026
Hip Hop with Studio Go Dance	Wednesdays	3:40 PM 4:40 PM	09/16/2026	12/09/2026
STEM Velocity Lab	Thursdays	2:15 PM 3:30 PM	09/17/2026	12/10/2026
ROBO-MES SR with Make 555	Thursdays	2:15 PM 3:30 PM	09/17/2026	12/10/2026
Yoga with Grounded Kids	Thursdays	2:15 PM 3:30 PM	09/17/2026	12/10/2026
Tennis Principals with All Star Athletics	Thursdays	2:15 PM 3:30 PM	09/17/2026	12/10/2026
Beginner Golf with Play Golf	Thursdays	2:15 PM 3:30 PM	09/17/2026	12/10/2026
The Maker Lab with Stem Velocity	Thursdays	2:15 PM 3:45 PM	09/17/2026	12/10/2026
Drones Grades 4-5 with Make 555 (SECOND HR, STARTS OCTOBER)	Thursdays	3:30 PM 4:30 PM	10/08/2026	12/10/2026
Tennis Principals with All Star Athletics	Fridays	2:15 PM 3:30 PM	09/18/2026	12/11/2026
Flag Football Level 1 (first hour) with 411 Brand Athletics	Fridays	2:15 PM 3:30 PM	09/18/2026	12/11/2026
Builder Bunch "Architect's Apprentice" Club using LEGO® bricks	Fridays	2:15 PM 3:45 PM	09/18/2026	12/11/2026
Chess FIRST HOUR with Kid Chess	Fridays	2:15 PM 3:30 PM	09/18/2026	12/11/2026
Chess COMBO (both hours) with Kid Chess	Fridays	2:15 PM 4:40 PM	09/18/2026	12/11/2026
Chess SECOND HOUR with Kid Chess	Fridays	3:40 PM 4:40 PM	09/18/2026	12/11/2026
Flag Football Level 2 (second hour) with 411 Brand Athletics	Fridays	3:40 PM 4:40 PM	09/18/2026	12/11/2026

STUDENTS ENROLLED IN SECOND HOUR CLASSES, IN RED, MUST EITHER TRANSITION FROM A FIRST HOUR CLASS, IF ENROLLED, FROM AFTERCARE IF ENROLLED, OR BE BROUGHT BACK TO THE SCHOOL GYM DOORS BY A PARENT OR CAREGIVER 5-10 MINUTES BEFORE CLASS START TIME TO BE CHECKED IN WITH MS. ALEXIS OR THE INSTRUCTOR. NO STUDENT IS TO REMAIN ON CAMPUS UNATTENDED IN THE HOUR BETWEEN SCHOOL DISMISSAL AND SECOND HOUR EXTRAS STARTING. SCHOOL DAY TEACHERS ARE ALSO NOT RESPONSIBLE FOR SECOND HOUR STUDENTS DURING THIS TIME. PLEASE MAKE APPROPRIATE PLANNING FOR STUDENTS IN SECOND HOUR CLASSES.