

SPAS EXTRAS

PARENT WELCOME LETTER

rev 9.8.26

Welcome to Springdale Park After School (SPAS) Extracurricular Programs! We are excited to begin this session and are looking forward to a fun semester. Please read this information carefully, as it includes important details about student schedules, the transition from the school day to extracurricular classes, attendance, dismissal, and pickup procedures. If you have any questions after reading this letter, email me at beth@myafterschoolprogram.com.

~ Beth Geurin | MASP Extras Director

BEFORE CLASSES BEGIN...

Before the first day of class, parents should log in to the Parent Portal and **review their child's individual extracurricular schedule**. Please confirm the class days, times, and locations and mark all dates on your family calendar. **Do not send your child to a class if they are waitlisted or not officially registered.** Students enrolled in SPAS Aftercare will be directed back to aftercare.

Parents should also review and update the **Parent and Emergency Contacts** in the Student Profile section of the Parent Portal. In our portal, EMERGENCY CONTACTS = APPROVED PICKUP PERSONS. Remove anyone who should no longer have permission to pick up your child and add anyone who should be authorized. Anyone who may pick up your student should be tagged as an emergency contact IN THE CHILD PROFILE (click RELATIONSHIPS in the box with the child's name to do this) so that the information is visible in our Extras dismissal system. For safety and efficiency, please keep the emergency contact list limited to approximately two or 3-4 people whenever possible.

Please note that MASP/SPAS Extras do not have access to the school day absence or pickup information maintained by the school. The information in your My After School Program Parent Portal account and your child's portal student profile listed dismissal persons must be current and accurate.

PARENT RESPONSIBILITIES REGARDING END OF SCHOOL-DAY DISMISSAL TO MASP/SPAS EXTRAS-

Parents or guardians are responsible for changing their child's school-day dismissal procedure on the first day the student attends an extracurricular class. This must be completed by 11:00 AM on the first day of Extras for the semester.

The first day your student attends a MASP Extras class, the parent or guardian must email both the student's school-day classroom teacher and Ms. Taylor in the front office at odette.taylor@atlanta.k12.ga.us. The email should state that the student needs to be dismissed to SPAS Aftercare/Extras and should include the dates on which the dismissal change applies. Dates are available on your dashboard in your Parent Portal account on our website.

If the parent or guardian does not complete the school's dismissal-change process, **the student will be sent home using their regular transportation procedure.**

If you need assistance changing your child's school-day dismissal plan, please contact the school front office at odette.taylor@atlanta.k12.ga.us.

PLEASE SHARE AND REVIEW THESE EXPECTATIONS WITH YOUR STUDENT

Students are expected to follow the same behavior standards they follow during the school day. They should be respectful toward their classmates, instructors, and other staff members.

At the end of the school day, students attending Extras are dismissed **directly to the gym** when directed by the afternoon announcements. Instructors will be waiting in the gym with signs identifying their classes so students know where to go. Attendance will be taken before students move to their class location.

PROGRAM LOGISTICS AND AFTERNOON TRANSITION

All extracurricular classes take place at the **SPARK campus**. First-hour classes begin at **2:15 PM**. Students will transition from their school-day classrooms following the afternoon dismissal announcements and report directly to the gym between approximately 2:15 and 2:20 PM. Instructors will take attendance and report any absences to the on-site MASP Extras coordinator. Once all students have been accounted for, classes will move to their assigned class location spaces at approximately **2:30 PM**.

SNACKS

No snacks are permitted during the extracurricular program hour. Students who return to SPAS Aftercare after their class will receive their snack when they return to aftercare.

ABSENCE NOTIFICATION

If your student will be absent from MASP Extras, please text **Ms. Renee LaClair, SPAS Director, at 678-699-6643** and also text **Beth Geurin, Extras Director, at 770-605-5456**. Include your student's **first and last name, school, and the class they will miss, ON THE DAY THEY WILL MISS**. Please do not send absence notification more than 2 days in advance. Because MASP Extras serves students from multiple schools, including this information helps ensure the message reaches the correct instructor.

Our extracurricular attendance system is separate from the school system, so school-day absences and early checkouts are not always communicated to us. If your student does not arrive for class and we have not received an absence notification or seen the student on the school's absence or checkout list, the SPAS Extras coordinator will contact you.

PICKUP AND DISMISSAL FROM MASP EXTRAS

Parents and caregivers should arrive to the gym doors on the right side of the school *no more than 10 minutes before the student's scheduled class end time*. Most classes end at either **3:30 PM or 3:45 PM**, but families should always check the individual schedule in the Parent Portal for the exact dismissal time. Arriving too early creates congestion at the gym doors, and we work to clear the earlier dismissal group before beginning the later dismissal. Students will stay inside while instructors check ID and parents will remain outside.

Thank you for arriving on time. Instructors need to leave promptly after dismissal to teach other classes at other locations. Dismissal may run slow the first few weeks as everyone adjusts to new schedules and processes.

Students who are **not enrolled in SPAS Aftercare** will be picked up by a parent or an authorized emergency contact listed in the student's Student Profile in the Parent Portal at the **right-side of building gym doors**, on the sidewalk at the front-right side of the school. Pickup persons may park in a designated parking space and walk to the gym doors. Please do not park along the curb.

The instructor will verify the pickup person's identity by ID with cross check to information parent entered as parent or emergency contact for their student before releasing.

CHECKING ID AND AUTHORIZED PICKUP

Anyone picking up a student must **bring identification every time** and must be listed as either a parent or emergency contact in the student's Parent Portal profile. Extracurricular instructors work at multiple schools and see many different

pickup persons, and substitute instructors may not recognize families. Checking identification against the approved contact information is an important safety procedure.

If someone who is **not currently listed as an emergency contact** needs to pick up your child, please email both renee@myafterschoolprogram.com and beth@myafterschoolprogram.com by **2:00 PM on the day of class whenever possible**. Include your child's first and last name, school, class, and the name of the person who will be picking them up. This allows the dismissal coordinator to update the pickup information before dismissal.

WALKERS

Students in grades 3–5 who have been designated by their parent during registration for MASP Extras as walkers may be directed to walk home. Students who are enrolled in SPAS Aftercare, either full-time or as a Drop-In student on that day, may **not** walk home after Extras if they have attended aftercare that day. Those students must return to SPAS Aftercare; this was stated during registration.

SPAS AFTERCARE STUDENTS

Full-Time SPAS Aftercare students will return to aftercare when their extracurricular class ends so they can be properly checked back into the aftercare program. Parents should then follow the regular SPAS Aftercare pickup procedures. They will receive their snack at this time. IF your drop-in SPAS aftercare student attends the day they have an extracurricular, the same applies.

If you would instead like to pick up your full-time SPAS Aftercare student directly at the end of their extracurricular class, please notify **Renee** at renee@myafterschoolprogram.com by **2:00 PM on the day of the class** so staff know not to transition your child back to aftercare.

EXTRAS PICKUP TIMING AND LATE PICKUP

Please arrive no more than 10 minutes before class end time. Our end times are staggered. Families should not expect SPAS Extras or SPAS Aftercare staff to routinely check students out early from their extracurricular classes.

Parents who arrive **more than 15 minutes after class ends** will be charged **\$2 per minute**, billed to the student's account. Habitual late pickups may result in removal from the class or a change to Drop-In enrollment, which involves additional daily and registration fees.

There may be delays during the first few weeks as everyone becomes familiar with the new afternoon schedule and as we verify ID at pickup. Thank you for your patience and for following the procedures that help keep students safe.

MISSED AND MAKE-UP CLASSES

If there is an extended school shutdown, extracurricular programs will be placed on hold. If a class is unable to resume in person, the class provider may offer a refund according to its policy, a virtual alternative, or a credit toward a future semester. Classes missed due to instructor absence will be made up by adding a class to the end of the semester whenever possible.

CLASS CHANGES, WITHDRAWALS AND REGISTRATION CLOSE

Extras registration closes online WED, September 9 so that we can finalize rosters.

Class refunds are available through **Friday, September 25 at 7:00 PM**, with the refund amount equal to the class fee minus a \$50 fee. After that deadline, MASP Extras will not issue refunds. Class changes may also be requested through **Friday, September 25 at 7:00 PM**. A **\$10 class-change fee** applies. No class changes or refunds will be made after that deadline.

All withdrawal, class-change and late registration request inquiries should be emailed to beth@myafterschoolprogram.com.

STUDENT BEHAVIOR AND SAFETY

All students are expected to follow the **Springdale Park Elementary Code of Conduct** as well as applicable MASP Aftercare policies outlined in the Parent Handbook on www.myafterschoolprogram.com.

IMPORTANT CONTACT INFORMATION

To report Extras absences or to reach SPAS Aftercare contact **Renee LaClair, SPAS Aftercare Director**, at renee@myafterschoolprogram.com or 678-699-6643.

For all things MASP Extras related, contact **Beth Geurin, Extracurricular Programs Director**, at beth@myafterschoolprogram.com or 770-605-5456. Text messages are preferred for time-sensitive questions.

For questions related to SPAS Aftercare ownership, contact **Kim Bishop, SPAS Aftercare Owner**, at kim@myafterschoolprogram.com or 404-433-6126.

STUDENTS ENROLLED IN SECOND HOUR CLASSES- IN RED MUST EITHER TRANSITION FROM A FIRST HOUR CLASS IF ENROLLED, FROM SAS AFTERCARE IF ENROLLED, OR BE BROUGHT BACK TO THE SCHOOL cafeteria dismissal doors BY A PARENT OR CAREGIVER 5 MINUTES BEFORE THE CLASS START TIME. Students enrolled in second hour classes are not permitted to be on-site unattended in the hour between school dismissal and class start time. This is a MASP Extras policy.

Course Name	Days	Times	Start Date	End Date
Basketball with 411 Brand Athletics	Mondays	2:15 PM 3:30 PM	09/14/2026	12/07/2026
Soccer with OT Sports	Mondays	2:15 PM 3:30 PM	09/14/2026	12/07/2026
Kids TV - Video & Film Production	Mondays	2:15 PM 3:45 PM	09/14/2026	12/07/2026
Tap & Ballet with Studio Go Dance	Tuesdays	2:15 PM 3:30 PM	09/15/2026	12/08/2026
Yoga with Grounded Kids	Tuesdays	2:15 PM 3:30 PM	09/15/2026	12/08/2026
Tennis Principals with All Star Athletics	Tuesdays	2:15 PM 3:30 PM	09/15/2026	12/08/2026
Chess FIRST HOUR with Kid Chess	Tuesdays	2:15 PM 3:30 PM	09/15/2026	12/08/2026
Chess SECOND HOUR with Kid Chess	Tuesdays	3:40 PM 4:40 PM	09/15/2026	12/08/2026
Chess COMBO (both hours) with Kid Chess	Tuesdays	2:15 PM 4:40 PM	09/15/2026	12/08/2026
STEM Velocity Lab	Wednesdays	2:15 PM 3:30 PM	09/16/2026	12/09/2026
Golf with OT Sports	Wednesdays	2:15 PM 3:30 PM	09/16/2026	12/09/2026
Team Sports with All Star Athletics	Wednesdays	2:15 PM 3:30 PM	09/16/2026	12/09/2026
Arts & Facts with Vamos Chicos	Wednesdays	2:15 PM 3:45 PM	09/16/2026	12/09/2026
Builder Bunch "Architect's Apprentice" Club using LEGO® bricks	Thursdays	2:15 PM 3:45 PM	09/17/2026	12/10/2026
Drama with Atlanta Children's Theatre	Thursdays	2:15 PM 3:45 PM	09/17/2026	12/10/2026
Karate Beginners and Advanced with Atlanta Karate	Thursdays	2:15 PM 3:45 PM	09/17/2026	12/10/2026
Robotics Junior with Steam Powered Kids	Fridays	2:15 PM 3:30 PM	09/18/2026	12/11/2026
Tennis Principals with All Star Athletics	Fridays	2:15 PM 3:30 PM	09/18/2026	12/11/2026
Mixed Media Art with Spunky Arts (K-2)	Fridays	2:15 PM 3:30 PM	09/18/2026	12/11/2026
Magical Clay with Vamos Chicos	Fridays	2:15 PM 3:45 PM	09/18/2026	12/11/2026