

PARENT WELCOME LETTER

SAS EXTRAS

rev 9.8.26

Welcome to Smith After School Extracurriculars (EXTRAS)! We are excited to begin this session and are looking forward to a fun semester!! Please read the information in this letter carefully as it includes important information about student schedules, the transition from the school day to extras, attendance, dismissal, approved pickup persons and pickup procedures... AND PARENT END OF SCHOOL DAY DISMISSAL REQUIREMENTS. If you have any additional questions after reading this letter, email me at beth@myafterschoolprogram.com. ~ Beth Geurin | MASP Extras Director

ENROLLMENT AND WAITLIST INFORMATION

Please do not send your student to an extracurricular class if they are still showing as waitlisted.

PARENT RESPONSIBILITIES FOR END OF SCHOOL-DAY DISMISSAL TO EXTRACURRICULARS

PARENT ACTION ITEMS: Before your student's first extracurricular class of the semester, parents or caregivers must notify the student's school-day teacher through ParentSquare by the Friday before the first day the student will participate in Extras. The message should include the day of the week and the dates the class will take place. This notification will serve as the student's end of school day dismissal instruction for the semester and gives the school advance notice of the student's transition to extracurricular programming. If the parent does not provide this dismissal notification, the student will be dismissed according to their usual, established school-day dismissal procedure.

Primary Campus students will be dismissed from their school day to Extras through afternoon announcements and will report to the gym, where they will check in with their extracurricular instructor. A school-day adult or SAS staff member will assist Primary Campus students with this transition.

GRADE 3-5 IMPORTANT BUS INFORMATION: Intermediate Campus students who attend Extras will be dismissed from their school day and transported by APS bus to the Primary Campus. Students may not walk from the Intermediate Campus to Extras at the Primary Campus. **GRADE/BUS NUMBERS THIS YEAR ARE:**

- Grade 3 students will ride Bus 1007
- Grade 4 students will ride Bus 1036
- Grade 5 students will ride Bus 1051.

Parents should include the appropriate bus number in their ParentSquare message to the school-day teacher and should also remind their student which bus they should board. If the required dismissal note has not been submitted, the student will be dismissed according to their usual, established school-day dismissal procedure.

Students enrolled in **SAS Aftercare full-time do not need a ParentSquare dismissal note** for their extracurricular class. These students will continue to be dismissed to SAS Aftercare using their current dismissal procedure, and SAS Aftercare staff will direct them to their extracurricular class.

EXTRACURRICULAR PROGRAMS: GENERAL LOGISTICS

All extracurricular classes take place at the **Primary Campus, 370 Old Ivy Road**. This is also the location for Extras pickup at the end of the student's class.

Students at Primary are dismissed to the gym, instructors will be waiting with signs displaying their class names. Attendance will be taken before students transition to their classrooms. Around **2:30 PM**, once all students have been accounted for, instructors will take students to the restroom and then to their class space.

Students arriving from Intermediate campus will be directed to the gym on arrival to join class and have attendance taken.

ABSENCE REPORTING OF A STUDENT TO SAS EXTRAS

If your student will be absent from an extracurricular class, **please notify us via text Ms. Angel Jones at 404-693-5310 and Beth Geurin 770-605-5456 by 12:00 PM the day the class meets. Please include the student's first and last name, the school they attend, and the extracurricular class they will miss.** Because MASP serves students from six schools, including the student's first and last name, school and class they will miss is especially important. If we have not been notified of an absence, parents may receive a call after instructors report their absent students during student attendance and check-in. Letting us know in advance helps us maintain a faster student check in and accountability process.

STUDENT CONTACTS AND APPROVED PICKUP PERSONS

Parents must keep their student's parent and emergency contact information up to date in the **Student Profile** in the Parent Portal on your DASHBOARD page on www.myafterschoolprogram.com. On the dashboard, in the box with the student's name, CLICK RELATIONSHIPS to begin. Be sure to hit SAVE when complete. **In our dismissal system, Emergency contacts = the approved pickup persons for your student.** Anyone who may pick up your student should be listed and correctly tagged as an **Emergency Contact in the student's profile.**

It is very important that parents update the information in the **student's profile**, rather than updating emergency contacts in the parent profile. The information in the student's profile is what appears in our dismissal system. Instructors cannot release a student to someone who is not listed as a parent or emergency contact in the student's profile.

ID IS REQUIRED AT PICKUP

Parents and authorized pickup persons picking up a student should be prepared to show a valid photo ID **every time they pick up a student.** Instructors may not know parents or caregivers personally, and there may be substitute instructors throughout the semester. The instructor will check the person's ID against the approved pickup information in the student's profile before releasing the student. We understand that this may be an extra step, but it is an important safety measure for every student in the program.

If there is an emergency and someone who is **not listed as an approved pickup person** needs to pick up your student, the parent must notify both **Ms. Angel Jones at 404-985-7860** (text is best) and **Beth Geurin at 770-605-5456** (text is best) no later than **3:00 PM**. The message should include the student's first and last name, school, extracurricular class, the pickup person's first and last name, and the person's cell phone number. The alternate pickup person will be required to show valid identification before the student can be released.

EXTRAS PICKUP PROCEDURE... AT THE EXTERIOR CAFETERIA DOORS ON RIGHT SIDE OF SCHOOL

Parents should park in the Primary Campus **back parking lot** and walk to the cafeteria doors for pickup. Please do not park in the Primary Campus carpool lanes, as we have been advised those lanes are being used for other school dismissal procedures. Outside the cafeteria, there will be cones or signs identifying where parents should line up for each class to dismiss. Parents should go to the appropriate class pickup door and wait for the instructor or Ms. Tiana to dismiss their student to them.

Please know your student's class end time and **do not arrive before the class end time**. Most first hour classes have staggered dismissal times, generally around **3:30 or 3:45 PM**, although some classes end later. Students will remain seated in the cafeteria while parents wait outside. Instructors will verify the pickup person's ID and compare it with the approved parent or emergency contact information in the student's profile before releasing the student.

We expect the first few weeks of dismissal to go slow as everyone adjusts to the new procedures and timing of the afternoon. We appreciate your patience as we all get adjusted to the new schedule and as the instructors become familiar with students and parents.

SAS AFTERCARE FULL-TIME STUDENTS...

All Full-time SAS Aftercare students and SAS Drop-In students who are attending SAS on the day of their extracurricular will transition back into the SAS program.

If you would like your full-time SAS Aftercare student to be picked up directly from Extras at the cafeteria doors instead of returning to SAS, please text Ms. Angel Jones at 404-693-5310 by 2:45 PM on the day of the student's class. Students returning to SAS will be met by an aftercare staff member in the cafeteria and will receive their snack before transitioning back to SAS. **(Enrolled, DROP IN SAS PARENTS, you must let Ms. Angel know by 12:00 PM if your student will attend SAS aftercare after their extras class.)**

SNACKS

Students may not eat snacks during extracurricular program time.

REGISTRATION, CLASS CHANGES AND WITHDRAWALS

Online registration closes **September 9 at 7:00 PM**. Through **September 25**, parents may email beth@myafterschoolprogram.com to ask whether there are any remaining openings. There are not many classes with openings at this time. If you email Beth about a late registration student add on after September 9, do not send your child to the class until you have received a registration confirmation email. Until that time, they are not enrolled.

Class withdrawal and refund requests must be emailed to beth@myafterschoolprogram.com by **Friday, September 25 at 7:00 PM**. Refunds may be requested through **Friday, September 25 at 7:00 PM** and will be issued at the class fee minus a **\$50 fee**, once the student's registration has been completed. No refunds will be issued by MASP after the September 25 deadline.

Class-change requests must also be emailed to Beth and may be made through **Friday, September 25 at 7:00 PM**. A **\$10 class-change fee** applies. No class changes will be made after the deadline.

SAFETY AND VISITOR POLICY

Due to security and safety protocols established by APS and followed by MASP, SAS Aftercare, and the Extracurricular Programs, parents and outside visitors are not permitted to observe extracurricular classes during the afternoon. At the end of the semester, most programs will provide photos or videos so parents can see what students worked on during their class.

WHO TO CONTACT

Ms. Angel Jones – On-Site Daily Extras Contact and Ms. Tiana On-Site Daily Dismissal Contact

404-693-5310 (text is best) SAS Aftercare Phone text Ms. Angel and Ms. Tiana regarding student absences, if you are running late for pickup, or for on-site questions related to dismissal or aftercare.

Beth Geurin — Extras Director

770-605-5456 — (text is best) Contact Beth regarding registration issues, refunds, class changes, schedule questions, contacting a class provider, program concerns or feedback, or problems your student may be experiencing OR if you cannot reach Angel or Tiana.

FINAL REMINDER

The most important thing to remember is that students should only attend extracurricular classes in which they are **fully enrolled**. **Students who are waitlisted should not be sent to class.** Parents should be sure to make the required end of school day dismissal changes noted on page 1 in YELLOW before the student's first class and that all approved pickup information/emergency contacts are current in the student's Student Profile.

Thank you for helping us make the transition from the school day to extracurricular programming safe, organized, and successful for all of our students.

Course Name	Days	Times	Start Date	End Date
Tennis Principals with All Star Athletics	Mondays	2:15 PM 3:30 PM	09/14/2026	12/07/2026
Builder Bunch "Architect's Apprentice" Club using LEGO® bricks	Mondays	2:15 PM 3:45 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
Eco Fashion Design with Vamos Chicos	Mondays	2:15 PM 3:45 PM	09/14/2026	12/07/2026
STEM Velocity Lab	Tuesdays	2:15 PM 3:30 PM	09/15/2026	12/08/2026
Team Sports with All Star Athletics	Tuesdays	2:15 PM 3:30 PM	09/15/2026	12/08/2026
Drawing and Mixed Media with Spunky Arts	Tuesdays	2:15 PM 3:30 PM	09/15/2026	12/08/2026
Yoga and Hula Hoop with Grounded Kids Yoga	Tuesdays	2:15 PM 3:30 PM	09/15/2026	12/08/2026
Basketball with 411 Brand Athletics	Wednesdays	2:15 PM 3:30 PM	09/16/2026	12/09/2026
Robotics Junior with Steam Powered Kids	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
Robotics Senior with Steam Powered Kids	Wednesdays	2:15 PM 4:00 PM	09/16/2026	12/09/2026
Golf with OT Sports	Thursdays	2:15 PM 3:30 PM	09/17/2026	12/10/2026
Chess FIRST HOUR with Kid Chess	Thursdays	2:15 PM 3:30 PM	09/17/2026	12/10/2026
Arts & Facts with Vamos Chicos	Thursdays	2:15 PM 3:45 PM	09/17/2026	12/10/2026
Chess COMBO (both hours) with Kid Chess	Thursdays	2:15 PM 4:40 PM	09/17/2026	12/10/2026
Chess SECOND HOUR with Kid Chess	Thursdays	3:40 PM 4:40 PM	09/17/2026	12/10/2026
Soccer with OT Sports	Fridays	2:15 PM 3:30 PM	09/18/2026	12/11/2026
Kids TV JR	Fridays	2:15 PM 3:30 PM	09/18/2026	12/11/2026
Kids TV - Video & Film Production	Fridays	2:15 PM 3:45 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

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.

