

## Parent Welcome Letter SPAS Extracurriculars

### MASP/SPAS Extras Programs IMPORTANT Parent Information

Welcome to Springdale Park After School (SPAS) Extracurricular Programs! We are excited for this session to begin and have some fun! Please read this email entirely (4 pages) for important details about how students will transition throughout the afternoon and details for pickup when class is over. **This is a good bit of information, but includes answers to most commonly asked questions.** GENERAL SEMESTER SCHEDULE IS POSTED ON THE LAST PAGE. If you still have questions about the extracurricular side of MASP programming after reading this, email [beth@myafterschoolprogram.com](mailto:beth@myafterschoolprogram.com).

#### Before Classes Begin:

- Parents should review and check their student's personal schedule in the student profile in your PARENT PORTAL account. To do this, log in to your Parent Portal account on [www.myafterschoolprogram.com](http://www.myafterschoolprogram.com)
- Do not send students to a class if they are on the waitlist or not officially registered. Our programs have specific capacities and policies. Parents will be called to pick up their student if they are not enrolled in the extras class meeting that day; if they are enrolled in SPAS Aftercare, they will be directed back to aftercare.
- Before the first day of class, Parent should review and update your student's parent and emergency contacts in the STUDENT PROFILE section of our MASP Parent Portal on [www.myafterschoolprogram.com](http://www.myafterschoolprogram.com). Delete persons that should no longer have pickup permissions and add those that should and tag them as an EMERGENCY contact so they are visible in our dismissal app. EMERGENCY CONTACTS = Persons that are authorized to pick up your student. This is for the safety of your student.
- Note: MASP/SPAS Extras does not have access to the pickup information provided to the school. Ensure your My After School Program account, child and parent profiles are up to date.

#### Share These Details with Your Student:

- Students are expected to follow school day behavior standards, being respectful to peers and instructors during extracurricular classes.
- Students will be dismissed via afternoon announcement to go directly to the CAFETERIA to meet their instructor and class so attendance can be taken and absences reported to the MASP Extras coordinator. Class may be held up if they arrive late during attendance time.

**Parent Action Items-dismissal change with the school teacher/front office must be done by the parent:**

- **For the days your student has an extracurricular class with MASP Extras, parent MUST update the student's end of school day dismissal plan with SPRINGDALE PARK ELEMENTARY using their instructions in the link below. Indicate with the school day teacher and MS. Taylor in the front office ( [odette.taylor@atlanta.k12.ga.us](mailto:odette.taylor@atlanta.k12.ga.us)) that your student should be dismissed to SPAS Aftercare for Extras on days they attend after-school programs.**  
**<https://www.atlantapublicschools.us/Page/70985> THIS MUST BE DONE BY 11AM THE FIRST DAY YOUR CHILD HAS AN EXTRAS CLASS.**

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- Contact the school front office for help if you have questions about changing the end of school day dismissal or if the link to school dismissal instructions does not work.
- If your student's dismissal plan is not changed using the school dismissal process on their MASP Extras day, your student will be sent home using their regular transportation method.
- If your student has special needs or behaviors (such as allergies, fears, or behavior plans that work during their school day), email [beth@myafterschoolprogram.com](mailto:beth@myafterschoolprogram.com) so instructors can best support your student

## General Program Logistics

- All classes take place at the SPARK campus.
- First hour classes start at 2:15 p.m. Students will transition from their school day classroom directed by school dismissal announcements to check-in in the cafeteria between 2:15 and 2:20 p.m., where attendance will be taken.
- Students must go directly to the cafeteria at end of school day dismissal. Instructors will be waiting to greet students in the cafeteria with signs showing the class name.
- Instructors will report absences to the on-site MASP Extras coordinator, Ms. Brandy and parents will be called if a student is absent. BY 1:30, please notify MS. Brandy (email below in this letter) your student will miss class the day class meets at the bottom of this letter.
- Classes will move to their classroom spaces at 2:30 p.m. once all students are accounted for.
- No snacks are allowed during the extracurricular program. Students who return to aftercare after their class will receive their snack then.

## Absence Notifications

- **If your student will be absent, email [brandy@myafterschoolprogram.com](mailto:brandy@myafterschoolprogram.com) (Ms. Brandy is the ON SITE EXTRAS CONTACT THIS YEAR), [toya@myafterschoolprogram.com](mailto:toya@myafterschoolprogram.com), and [beth@myafterschoolprogram.com](mailto:beth@myafterschoolprogram.com) by 1:30 p.m. on the day of class. Include your student's name, the class they will miss, and the school they attend (we have 6!).**
- Ms. Brandy will text or call parents if a student does not arrive for class and we have not been notified by the parent. Our system is separate from the school's, so school-day absences are not always communicated to us.

## Pickup and Dismissal

- Arrive no more than 10 minutes early to the side outside doors of the school gym for pickup at the gym doors. Most classes end at 3:30 or 3:45 p.m.—check your Parent Portal for specific times. Do not arrive more than 10 minutes before your child's end time to avoid dismissal are from being too crowded at the side gym doors.
- Please be on time. Instructors may have to leave for other classes after dismissal.
- Students not enrolled in SPAS Aftercare are picked up by a parent or listed emergency contact in the CHILD PROFILE in your parent portal account on [www.myafterschoolprogram.com](http://www.myafterschoolprogram.com) at the outside, right side gym doors at the front of the school. Pick-up persons can either walk or park in a designated parking space, not along the curb, and walk to the gym doors for pickup. Pickup person will wait behind your student's class cone (one for each class) and ID will be check before your student is released. **Person picking up must have ID and be listed as a parent or emergency contact in the child profile, parent portal account on [www.myafterschoolprogram.com](http://www.myafterschoolprogram.com) for the student being picked up by that person.**

## Parent Welcome Letter

### SPAS Extracurriculars

- **WALKERS:** If you indicated your 3-5 student would be a walker after their MASP Extras class, Ms. Brandy will direct them to walk home after their class. No students enrolled full time OR as a drop in that day in SPAS aftercare are permitted to walk home after a MASP Extras class.
- ID checks will be performed for the first few weeks or until instructors know all parents. The person picking up must be listed as a parent or emergency contact in the Parent Portal. This is for the safety of your student.
- Note: There may be delays during dismissal for the first few weeks as everyone works safely and adjusts to these procedures. Thank you for your patience!
- SPAS aftercare students will return to aftercare after class ends, HOWEVER, if you want to pick up your SPAS aftercare student at the end of class instead, notify [brandy@myafterschoolprogram.com](mailto:brandy@myafterschoolprogram.com) and [toya@myafterschoolprogram.com](mailto:toya@myafterschoolprogram.com) by 2:00 p.m. the day of class so we can have them ready to be picked up for you at the end of their extras class.
- If someone not listed as an emergency contact will pick up your student last minute, email [toya@myafterschoolprogram.com](mailto:toya@myafterschoolprogram.com), [brandy@myafterschoolprogram.com](mailto:brandy@myafterschoolprogram.com), and [beth@myafterschoolprogram.com](mailto:beth@myafterschoolprogram.com) by 2:00 p.m. the day of class, if possible.
- If there is an extended school shut-down, programs will be put on hold. If a class does not resume in person, the provider will offer a refund, virtual alternative, or credit for the next semester.
- For this semester, for any classes missed week 1 due to inclement weather/school closures, we will add a class on at the back side of the semester.

## Class Change and Withdrawal/Refund Request Policies

- Class refunds are available (class fee minus \$50) until Friday, February 6 at 7:00 p.m. After that, no refunds will be issued by MASP Extras.
- Class changes can also be made until Friday, February 6 at 7:00 pm. A \$10 fee applies for changes. After that time, no class changes will be made.
- Email withdrawal or class change requests to [beth@myafterschoolprogram.com](mailto:beth@myafterschoolprogram.com).

## Second Hour Classes

- All students enrolled in a second hour class must transition from a first hour class, SPAS aftercare, or be brought back to the school by a parent/caregiver 10 minutes before class start time to the gym doors to meet the second hour instructor. Due to MASP insurance liabilities, students may NOT wait on campus unsupervised between school day dismissal and their class. School day classroom teachers and the front office are also not responsible for second hour students during this time.

## Student Behavior and Safety

- All students must follow the code of conduct for Springdale Park Elementary and the additional MASP aftercare policies (see Parent Handbook on [www.myafterschoolprogram.com](http://www.myafterschoolprogram.com)).
- Our mission is to provide safe, high-quality, and engaging programming for SPARK students.

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### How to Report Absences or Have Extras Questions, Joys, Concerns?

- Contact: Beth Geurin, Extracurricular Programs Director (off site): 770-605-5456, [beth@myafterschoolprogram.com](mailto:beth@myafterschoolprogram.com)
- **Primary On-Site Contact: Brandy Harrison, SPAS Aftercare Co-Director (on site):**  
[brandy@myafterschoolprogram.com](mailto:brandy@myafterschoolprogram.com) 678-699-6643 TEXT PREFERRED
- Kim Bishop, SPAS After Care Owner (off site): 404-433-6126, [kim@myafterschoolprogram.com](mailto:kim@myafterschoolprogram.com)
- Toya Harrison, SPAS Aftercare Co-Director: [toya@myafterschoolprogram.com](mailto:toya@myafterschoolprogram.com)

### Additional Schedule Reminders

- Parents or caregivers must walk second hour students (Classes in RED below) to the gym extras dismissal area 5 minutes before class and make sure that their instructor or the MASP Extras Coordinator knows the students has arrived. If the student is enrolled in SPAS or a first hour class, they will be transitioned accordingly from after care.
- When checking your child's portal schedule, parents should make sure they can arrive for pick-up on time if student is not enrolled in SPAS aftercare. Parents arriving more than 15 minutes after class ends to pick up their student will be charged \$2 per minute, billed to your student's account. Habitual late pickups will result in removal from the class or enrollment as a drop-in student, with additional daily and registration fees.

CLASS	DAY	START	END	TIME
Basketball with 411 Brand Athletics	Mondays	01/26/2026	04/27/2026	2:15 PM 3:30 PM
Soccer with OT Sports	Mondays	01/26/2026	04/27/2026	2:15 PM 3:30 PM
Eco Fashion Design with Vamos Chicos	Mondays	01/26/2026	04/27/2026	2:15 PM 3:45 PM
Tap & Ballet with Studio Go Dance	Tuesdays	01/27/2026	04/28/2026	2:15 PM 3:30 PM
Chess FIRST HOUR with Kid Chess	Tuesdays	01/27/2026	04/28/2026	2:15 PM 3:30 PM
Chess COMBO (both hours) with Kid Chess	Tuesdays	01/27/2026	04/28/2026	2:15 PM 4:40 PM
Yoga with Grounded Kids	Tuesdays	01/27/2026	04/28/2026	2:15 PM 3:30 PM
Tennis Principals with All Star Athletics	Tuesdays	01/27/2026	04/28/2026	2:15 PM 3:30 PM
Chess SECOND HOUR with Kid Chess	Tuesdays	01/27/2026	04/28/2026	3:40 PM 4:40 PM
STEM Velocity Lab	Wednesdays	01/28/2026	04/29/2026	2:15 PM 3:30 PM
Golf with OT Sports	Wednesdays	01/28/2026	04/29/2026	2:15 PM 3:30 PM
Arts & Facts with Vamos Chicos	Wednesdays	01/28/2026	04/29/2026	2:15 PM 3:45 PM
Team Sports with All Star Athletics	Wednesdays	01/28/2026	04/29/2026	2:15 PM 3:30 PM
3D LEGO® Sculpture with Builder Bunch	Thursdays	01/29/2026	04/30/2026	2:15 PM 3:45 PM
Drama with Atlanta Children's Theatre	Thursdays	01/29/2026	04/30/2026	2:15 PM 3:45 PM
Drawing & Comics with Spunky Arts	Thursdays	01/29/2026	04/30/2026	2:15 PM 3:30 PM
Karate Beginners and Advanced with Atlanta Karate	Thursdays	01/29/2026	04/30/2026	2:15 PM 3:45 PM
Robotics Senior with Steam Powered Kids	Fridays	01/30/2026	05/01/2026	2:15 PM 3:30 PM
Robotics Junior with Steam Powered Kids	Fridays	01/30/2026	05/01/2026	2:15 PM 3:30 PM
Magical Clay with Vamos Chicos	Fridays	01/30/2026	05/01/2026	2:15 PM 3:45 PM
Tennis Principals with All Star Athletics	Fridays	01/30/2026	05/01/2026	2:15 PM 3:30 PM
Mixed Media Art with Spunky Arts (K-2)	Fridays	01/30/2026	05/01/2026	2:15 PM 3:30 PM
Drones and Design with Steam Powered Kids	Fridays	01/30/2026	05/01/2026	3:30 PM 4:30 PM