

# **Parent Welcome Letter**

## **Mary Lin Elementary Extras/LEED Programs**

Welcome to Mary Lin Elementary Extracurricular Programs! We are excited for this session to begin and are ready to 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.

**BEFORE CLASSES BEGIN:** Parents, confirm your student's schedule! Login to the Parent Portal on [www.myafterschoolprogram.com](http://www.myafterschoolprogram.com) using your username and password to view your student's schedule. Do not send your child to a class they are waitlisted for in the portal or not registered for. **For programs specifics, concerns, etc. reach out to the instructor shown at the bottom of this letter.**

**IF CHILD SCHEDULE SHOWS "WAITLISTED" IN PARENT PORTAL ON [WWW.MYAFTERSCHOOLPROGRAM.COM](http://WWW.MYAFTERSCHOOLPROGRAM.COM) , THE STUDENT IS NOT ENROLLED IN THE CLASS. THERE ARE NO SPACES AVAILABLE. DO NOT SEND YOUR CHILD TO THE CLASS**

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

**ALL LEEP/EXTRACURRICULAR PROGRAMS WITH REGISTRATIONS THROUGH [www.myafterschoolprogram.com](http://www.myafterschoolprogram.com) take place ON THE MARY LIN CAMPUS. MAKE SURE YOUR CHILD KNOWS THIS IMPORTANT INFORMATION.**

### **PARENT ACTION ITEMS:**

- Please mark your family calendar with all start and end dates and times.
- **TRANSPORTATION CHANGE/NOTES TO TEACHERS: PARENTS the first day of your student's extracurricular class, the parent MUST send a note to the classroom teacher/front office notifying them of the student's dismissal for that class day of the week which will serve as the transportation change for that day of the week for until the last day of class, include the dates for the class which can be found on the last page of this letter or your child's Parent Portal schedule. IF this is not done, the student will be sent home via their usual mode of transportation for that day.**
- **ADDITIONALLY, if your child attends iKids aftercare on site, please make sure that a notification is sent to the iKids afterschool program letting them know which days your child should be transitioned to an extracurricular/LEED class at 2:45 dismissal for a first hour class and at 4:05 for any second hour class.**
- Start time for first hour classes will show 2:45 on the schedule. Please note that from 2:45-3:00 students are dismissed from the MLIN school day and in transition from their school day to their instructors in the GYM. Please remind them to report to the gym directly at dismissal on the days they have a class.
- IF your child will be absent from an extracurricular class, they should email **NEW EMAIL FOR ABSENCE NOTIFICATIONS!!** : [mlinextras@myafterschoolprogram.com](mailto:mlinextras@myafterschoolprogram.com)
- If an instructor reports an absence to Ms. Ashley the LEEP/ Extracurricular Program monitor, parents of students absent and unaccounted for on their class day will be called before the start of the class day.

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- Instructors and students will transition to their class space at 3:00 after attendance has been taken. LEEP/Extracurricular program students are released directly to extracurriculars check-in in the GYM at the end of their school day.
- Snacks will not be eaten during the LEEP/ extracurricular program afternoon.
- All student class schedules can be found on the child schedule on [www.myafterschoolprogram.com](http://www.myafterschoolprogram.com) parent portal take place at the Mary Lin Elementary campus.

### **PICKUP/DISMISSAL:**

- BEFORE walker/carpool dismissal, any students that attend iKids aftercare on site will be walked by their instructor to the iKids director dismissal desk downstairs to be checked in for the day. IF your child attends iKids, parent or caregiver should pick child up in their usual iKids dismissal location.
- All other students that have an extracurricular class will be dismissed by their instructor at the front of the school. Parents should wait there for their child to be dismissed. PERSON PICKING UP ANY CHILD SHOULD BRING THEIR ID AND BE ON THE CHILD'S ACCOUNT IN THE PARENT PORTAL AS AN EMERGENCY CONTACT IN ORDER FOR YOUR CHILD TO BR RELEASED.
- Any pickup person must be listed in your portal account on [www.myafterschoolprogram.com](http://www.myafterschoolprogram.com) . Person should be prepared to show ID. Parents must review and update these persons BEFORE classes begin. We will not release children to persons not listed in your parent portal account. This is for the safety of your child.
- 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!!
- **Registration is open until Friday, September 9 at 8 PM. No additional registrations after that time will be taken.**
- 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 23 at 6 PM. After that, no refunds are made through MASP and inquiries regarding refunds should go to the program provider directly.
- Class changes will be made until Friday, September 23 at 6PM at noon. After that, no changes will be made.
- If a school system shut-down occurs at any time during this semester for APS, 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.

**CONTACT INFORMATION IS ON THE NEXT PAGE**

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### **WHO TO CONTACT ON SITE WHEN CLASSES ARE IN SESSION:**

**Extras/LEEP Program Monitor-** on site: Ms. Ashley 404-802-8850 [mlextras@myafterschoolprogram.com](mailto:mlextras@myafterschoolprogram.com)

iKids Director- on site: Ms. Chameka 404-802-8880 cell: 404-664-6930 (cell service is spotty on campus)

### **FOR ALL GENERAL PROGRAM QUESTIONS, CONCERNS, ACCOUNT QUESTIONS:**

**Beth Geurin, Extracurricular Programs Director** (float between schools) [beth@myafterschoolprogram.com](mailto:beth@myafterschoolprogram.com)

### **PROVIDER CONTACT INFORMATION: All program owner contacts for programs offered at Mary Lin**

**Elementary are listed below.** My After School Program is the portal registration provider and logistics coordinator for extracurricular programs at Mary Lin Elementary for the semester. All providers below are responsible for their own programming, instructors and liabilities while on site at Mary Lin Elementary.

| Contact Name          | Program   | Program Owner Email  | Website or FB page  |
|-----------------------|---|--|---|
| Sean & Michelle Clark | Double Dutch Aerobics   | <a href="mailto:doubledutchaerobics@gmail.com">doubledutchaerobics@gmail.com</a>       | <a href="https://www.doubledutchaerobics.com/">https://www.doubledutchaerobics.com/</a> |
| Christie Kuropatwa    | Crochet & Fibers<br>Graphic Novel<br>Drawing Elements         | <a href="mailto:spunkyarts@gmail.com">spunkyarts@gmail.com</a>                         | <a href="http://www.spunkyarts.com">www.spunkyarts.com</a>                              |
| Spring Mason          | Drama   | <a href="mailto:info@atlantachildrenstheatre.com">info@atlantachildrenstheatre.com</a> | <a href="http://www.atlantachildrenstheatre.org">www.atlantachildrenstheatre.org</a>    |
| David Epstein         | Frisbee<br>Basketball<br>Flag Football<br>Soccer, multi sport | <a href="mailto:davide@atlcp.org">davide@atlcp.org</a>                                 | <a href="http://atlcp.org">atlcp.org</a>  |
| Erica Shannon         | Tap and Ballet  | <a href="mailto:ericka@theneighborhoodballet.com">ericka@theneighborhoodballet.com</a> | <a href="http://www.theneighborhoodballet.com">www.theneighborhoodballet.com</a>        |
| Ben Leblois           | Bricks 4 Kidz<br>Coding                                       | <a href="mailto:bleblois@bricks4kidz.com">bleblois@bricks4kidz.com</a>                 | <a href="http://www.bricks4kidz.com/atlantametro">www.bricks4kidz.com/atlantametro</a>  |
| Doug Storm            | Atlanta Karate  | <a href="mailto:info@atlantakarate.org">info@atlantakarate.org</a>                     | <a href="http://atlantakarate.org/about.html">http://atlantakarate.org/about.html</a>   |
| Christine Javier      | Stem Velocity   | <a href="mailto:christine@learningridge.com">christine@learningridge.com</a>           | <a href="http://www.Stemvelocity.com">www.Stemvelocity.com</a>                          |
| Wendy Rones           | Chess   | <a href="mailto:Wendy.rones@kidchess.com">Wendy.rones@kidchess.com</a>                 | <a href="http://www.kidchess.com">www.kidchess.com</a>                                  |
| Brandon Jolley        | Kids TV   | <a href="mailto:info@mobocproductions.com">info@mobocproductions.com</a>               | <a href="http://kidstv.mobocproductions.com">http://kidstv.mobocproductions.com</a>     |
| Sally Byers           | Blue Heron  | <a href="mailto:educationprograms@bhnp.org">educationprograms@bhnp.org</a>             | <a href="https://bhnp.org/">https://bhnp.org/</a>                                       |
| Amy Haysman           | Grounded Kids<br>Yoga   | <a href="mailto:amy@groundedkids.com">amy@groundedkids.com</a>                         | <a href="https://groundedkids.com/">https://groundedkids.com/</a>                       |
| Michael Nangle        | Arts & Facts<br>Vamos Chicos                                  | <a href="mailto:info@VamosChicos.com">info@VamosChicos.com</a>                         | <a href="https://www.vamoschicos.com/">https://www.vamoschicos.com/</a>                 |

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**GENERAL PROGRAM SCHEDULE IS ON THE NEXT PAGE; YOUR CHILD'S SCHEDULE CAN BE FOUND IN YOUR PARENT PORTAL ACCOUNT ON**

**[www.myafterschoolprogram.com](http://www.myafterschoolprogram.com)**

**SECOND HOUR PARENT REMINDER:** All students enrolled in **second hour classes (IN RED)** must either transition from a first hour class if enrolled, from iKids aftercare program if enrolled OR be brought back to the school by a parent, caregiver or outside aftercare program 5 minutes before the start of class.

No students are allowed to remain on campus unattended in the hour between school dismissal and their extracurricular class starting. This is the APS and Mary Lin Elementary policy.

| <b>MLIN EXTRAS/LEEP Fall 2022</b>               |             |                        |                   |                   |  |
|---|-------------|------------------------|-------------------|-------------------|--|
| <b>Course Name</b>                              | <b>Days</b> | <b>Times</b>           | <b>Start Date</b> | <b>End Date</b>   |  |
| Karate Advanced with Atlanta Karate             | MON         | 2:45 PM 4:00 PM        | 09/12/2022        | 12/05/2022        |  |
| Double Dutch Aerobics                           | MON         | 2:45 PM 4:00 PM        | 09/12/2022        | 12/05/2022        |  |
| STEM Velocity Lab                               | MON         | 2:45 PM 4:00 PM        | 09/12/2022        | 12/05/2022        |  |
| Multi Sport Play with Play Day                  | MON         | 2:45 PM 4:00 PM        | 09/12/2022        | 12/05/2022        |  |
| Crochet and Fibers with Spunky Arts             | TUE         | 2:45 PM 4:00 PM        | 09/13/2022        | 12/06/2022        |  |
| Bricks4Kidz Robotics & Coding                   | TUE         | 2:45 PM 4:00 PM        | 09/13/2022        | 12/06/2022        |  |
| Flag Football with Play Day                     | TUE         | 2:45 PM 4:00 PM        | 09/13/2022        | 12/06/2022        |  |
| Dance with the Neighborhood Ballet (K-5)        | WED         | 2:45 PM 4:00 PM        | 09/14/2022        | 12/07/2022        |  |
| Bricks4 Kidz LEGO Club                          | WED         | 2:45 PM 4:00 PM        | 09/14/2022        | 12/07/2022        |  |
| Basketball with Play Day                        | WED         | 2:45 PM 4:00 PM        | 09/14/2022        | 12/07/2022        |  |
| Chess FIRST HOUR with Kid Chess                 | WED         | 2:45 PM 4:00 PM        | 09/14/2022        | 12/07/2022        |  |
| Chess COMBO (both hours) with Kid Chess         | WED         | 2:45 PM 5:10 PM        | 09/14/2022        | 12/07/2022        |  |
| Drama with Atlanta Children's Theatre           | WED         | 2:45 PM 4:00 PM        | 09/14/2022        | 12/07/2022        |  |
| Graphic Novel & Comics Creation                 | WED         | 2:45 PM 4:00 PM        | 09/14/2022        | 12/07/2022        |  |
| <b>Chess SECOND HOUR with Kid Chess</b>         | <b>WED</b>  | <b>4:10 PM 5:10 PM</b> | <b>09/14/2022</b> | <b>12/07/2022</b> |  |
| Ultimate Frisbee with Play Day                  | THUR        | 2:45 PM 4:00 PM        | 09/15/2022        | 12/08/2022        |  |
| Kids TV - Video & Film Production               | THUR        | 2:45 PM 4:15 PM        | 09/15/2022        | 12/08/2022        |  |
| Drawing Elements with Spunky Arts               | THUR        | 2:45 PM 4:00 PM        | 09/15/2022        | 12/08/2022        |  |
| Yoga with Grounded Kids                         | THUR        | 2:45 PM 4:00 PM        | 09/15/2022        | 12/08/2022        |  |
| Karate Beginners with Atlanta Karate            | FRI         | 2:45 PM 4:00 PM        | 09/16/2022        | 12/09/2022        |  |
| Arts & Facts Around the World with Vamos Chicos | FRI         | 2:45 PM 4:00 PM        | 09/16/2022        | 12/09/2022        |  |
| Soccer with Play Day                            | FRI         | 2:45 PM 4:00 PM        | 09/16/2022        | 12/09/2022        |  |
| Find the Wild with Blue Heron Nature Preserve   | FRI         | 2:45 PM 4:00 PM        | 09/16/2022        | 12/09/2022        |  |
| Crochet and Fibers with Spunky Arts             | FRI         | 2:45 PM 4:00 PM        | 09/16/2022        | 12/09/2022        |  |

We hope your child enjoys their extracurricular Programs this semester! MASP is happy to be the coordinator of Mary Lin Extras/LEEP Programs again this year!

Beth Geurin, MASP Extracurricular Programs Director 770-605-5456