Dear Parents and Guardians,

I am writing to invite your child to the LearningWorks After School Program (21 Club). Our program is completely *free*, and is located right at your student’s school.

In our program, we combine a mix of academics (literacy and science) and recreational activities (recess, “club” day activities of the students’ choosing). A daily healthy snack and transportation home at the end of program time is also provided. We provide a safe, caring, enriching environment, and our goal is to help students grow in their confidence as learners.

**Logistics:**

* Monday – Thursday afternoons, until 5:30pm.
* We do not operate on Early Release Days, Fridays, or when school has been canceled (ie: snow days).
* September 17th – May 31st (exact end date may change due to snow days)

**A student is eligible for our program if:**

* He / she is a current 2nd, 3rd, 4th, or 5th grader.
* He / she has permission from the school-day teacher and/or principal, when necessary.
* He / she agrees to follow our behavior policies (the same ones that govern the school day): be safe, be respectful, be responsible, and be kind.

**How to enroll:**

* Complete the enclosed Enrollment Form.
* Deliver or mail it to your elementary school, with the recipient as “LearningWorks 21 Club” AFTER the start of school, OR mail it to Katy Bizier, Director of AfterSchool Programming South Portland, 181 Brackett Street, Portland, ME 04102 before the start of school

If you have questions**:**

Please contact SoPo Director Katy Bizier at [kbizier@learningworks.me](mailto:kbizier@learningworks.me) or call her office: 207-775-0105 x 174 between now until September 10th. Our two site coordinators will be available to answer questions starting Monday, September 10th. You will find their e-mails and phones below.

We look forward to working with your child this year!

Sincerely,

Katy Bizier, Director of LearningWorks After School South Portland, [kbizier@learningworks.me](mailto:kbizier@learningworks.me), 207-775-0105

Denise Dion-Sullivan, Site Coordinator, Kaler Elementary School

Diane Baker, Site Coordinator, Skillin Elementary School