

Dear Parent:

Your child has been offered employment at Co-Op Summer Enrichment 2017 - a program that offers blended academic & recreational experiences for elementary aged students who have financial, academic, social or emotional needs. Our motto is: "Equal access to quality programs because summer matters." We are thrilled to have your teenager join our team and will be offering leadership mentoring for your teenager as an element of their employment.

Please note that your child is required to be present for all seven weeks of the program. We appreciate your family's full support around this job commitment. Absenteeism creates unfair and unsafe working conditions for other counselors and stress for the students who need and deserve quality programming.

These are the dates and times of employment for your child:

REQUIRED PROGRAM DATES & TIMES:

Orientation week

June 26, 2017 to June 30, 2017

9 AM to 3 PM

Program weeks

July 3, 2017 to August 11, 2017 (July 4th Holiday - no program)

8:30 AM to 3:30 PM Monday, Wednesday, Thursday, Friday

8:30 AM to 4:00 PM Tuesday (weekly staff Meeting)

Much thanks for your support!

Iris Hernandez
Co-Op Director

Margaret Kaufer
Lead Administrator, STEM Alliance

By signing below you acknowledge and confirm that you have communicated the attendance responsibility to your son/daughter and that your son/daughter understands and is willing to commit to that responsibility.

Co-Op Employee's Name: _____

Employee's Parent's Signature: _____

Date: _____