

Enrichment Instructor:

Please sign the enclosed Teacher Contract and mail it back to me in the envelope provided. On your first day of class, I will be meeting you at the classroom at 3:45 p.m. At that time you will receive a folder containing the following:

- A copy of your contract.
- Emergency/Accident procedures.
- Remuneration of salary and supplies form.
- Class roster.
- Original Enrollment Forms (containing emergency telephone numbers).
- Evaluation Forms for parents.

For those classes requiring supplies, you are required stay within your budget.

I look forward to meeting you on the first day of your class. If you have any questions, please do not hesitate to call me. Thank you for your willingness to teach!

(Enrichment Coordinator name and phone number)