

Dear [Mr./Ms. _____],

Welcome to the Forward Phases Summer Enrichment Camps! My name is Stephanie Shells-Little. I am the Executive Director of Forward Phases Youth Enrichment. I am excited about working with you and [Child(ren)'s Name(s)] this summer. There are many brilliant things planned for our enrichment summer's camps, and Forward Phases is looking forward to providing a variety of enrichment opportunities with any of the camp(s) that you choose for your child(ren).

Your will not need any supplies for the Forward Phases Camps, but may donate any supplies that you feel will support our camp. We will provide lunch and snacks, but if your child suffers with food allergies or just may want something different, please feel free to send a healthy snack to be safe. If your child suffers with a breathing problem due allergies of any kind, please send their inhaler with doctor's instructions and permission for us to use it if we need to. My staff and I will work closely to ensure that your child is learning and having fun in a safe environment. However, please go over the safety rules of Forward Phases Enrichment Camps with your child and we will do the rest! Please note that there is also other important information attached so that you must signature that you have read and fully understand the rules and regulations of our quality program. Attached to this letter are some important forms that will assist me in ensuring that your child has the best experience possible this summer. **Please complete and return these forms to me by May 1, 2014.**

Again, in the interest of safety and to ensure that all children participate in all activities we ask that your child does not wear flip flops, slides, or sandals. Please have your child wear closed footwear appropriate for running and other physical activity. In some instances, skirts or dresses may also hinder safe participation in certain activities, and skirts or dresses are worn, they should also have short pants or long pants underneath them. If children do not wear attire appropriate for movement they may not be able to participate in physical activities. Please bring them appropriately dressed, because time will not be provided for children to change into appropriate clothing and footwear so they may safely participate in the activities.

In addition, we ask your assistance in ensuring that your child does not bring cell phones, handheld video games, MP3 players, or other electronic devices to the program. Please also be aware that Forward Phases, Inc. is not responsible for lost or stolen items, so those things above and any other valuables should be left at home.

If you have any specific questions or concerns related to payments, please do not hesitate to contact Mr Broderick; Director of Finance and Accounting Department at (803) 924-6996. Once again, thank you for your interest in our Forward Phases Enrichment Camps...where our motto is *"We inspire leaders and life-long learners to move forward."* I am looking forward to helping your child move onward!

Sincerely,

Stephanie Shells-Little

Executive Director/Founder
Forward Phases Youth Enrichment
803-331-1859

