



SUMMER LEARNING ACADEMY

Welcome to Summer Learning Academy 2022!

Dear Instructors,

I am thrilled to be working with you and thank you for sharing your time and talents with the young minds of our communities! You are doing wonderful things to develop these young people in a new area of interest.

If you need to reach me for any reason during Summer Learning Academy, here are your options, in the order of likelihood of a fast response.

- 1. Call or text my cell phone: 573-680-4508**
- 2. Call my office number: 636-649-5803**
- 3. Email me at: pam.kaiser@eastcentral.edu or jennifer.eagen@eastcentral.edu**

You may also be able to reach someone at the Center for Workforce Development at 636-649-5800.

- Be sure that the students sign the roster during each class.
- If you have any issues with a student, please let me know and I will do my best to take care of it.
- Before the end of your class, please have each student fill out an evaluation form.
- Each child should receive a t-shirt, but many may have already received one in a previous class. I don't want this to be a hold up, so if they say they haven't gotten one, let them have one. It may be faster if you determine the size rather than to ask them. Asking them tends to take longer.
- Please fill out the Certificate of Completion and hand them out at the end of class.
- Please fill out the instructor evaluation.
- Put the evaluations and roster in the file folder. I will plan to pick it up later with any class supplies you may have left over.

Again, thank you. You are greatly appreciated!

See you next year!

Pam Kaiser