

## **After-School Enrichment Classes Winter Session 2012**

Dear St. James' Parents:

The winter session of the St. James' After-School Enrichment program will begin **January 9, 2012** and continue through **March 12, 2012**. This is the second of three sessions for the year. There are exciting new classes this session, as well as some old favorites. Students are invited to attend previews of these classes this Friday 12/2 and next Monday 12/5 during lunch recess. Attached are brief summaries of each class offered and an enrollment form.

The class descriptions and forms can also be found on the Student Life page of the School's website ([www.sjsla.org](http://www.sjsla.org)).

If you wish to enroll your child(ren), please note the following procedures.

- 1.** Fill out the attached enrollment form and return it to school by **Thursday, Dec. 8, 2011. DO NOT SEND PAYMENT.** You will receive an invoice for the total amount due for class(es) selected.
  
- 2.** Once you receive your invoice, **please remit payment to the Business Office or to the lock box in the Front Office by close of business, Jan. 26, 2012.** Please address any payment issues by contacting **Maritza Jimenez in the Business Office at 213-233-0133 (ext. 304) or by email at [mjimenez.sjsla.org](mailto:mjimenez.sjsla.org).**

All classes have minimum requirements and some have limited space, which will be filled on a first-come, first-served basis. We will notify you if a class has been canceled or is full. If your child does not get his or her class of choice, we will offer you the opportunity to enroll in an alternative class. There are no refunds for missed classes. **Please note: Your enrollment form is a commitment to the class. Instructors agree to teach classes based on a minimum number of students. A \$50 processing fee will be charged for any changes made to your enrollment.**

If you have any questions about the program, please contact Kelly McNamara at (213) 382-2315 ext. 274 or at [kmcnamara@sjsla.org](mailto:kmcnamara@sjsla.org).

Sincerely,

Kelly McNamara  
Director of After-School Enrichment