

September 21, 2017



To: Mrs. Kimberly Kirkman, Oakland Terrace Elementary Principal
Fr: Terri Gainer

Re: student's name listed here

This letter is to inform you that a few of your students (listed above) are enrolled in our after school program. The After School Assistance Program (ASAP) is a City of Panama City Community Development program and one of Florida's 21st Century Learning Centers that is designed to help children who live in low income housing and/or those who are "at-risk" and to provide them a safe environment to get assistance with their homework. Our program has two locations, one in St. Andrews in the Pana Villa Apartment Complex (23 students) and the other is on the east side of town, located in the Glenwood area (approximately 35 students). We have a total of four counselors (two per site), as well as a total of six teachers (three per site) who help the children with their homework. It is our job and commitment to help better the lives of these children.

My job is to work hand in hand with your staff and help in any way I can to better prepare our students in what lies ahead for them. I would like to come out to your school as soon as possible and meet with you and your staff at a faculty meeting (no more than 10 minutes) and discuss any needs or concerns you may have. I am very excited about working with you and can't wait to get started. Thank you so much for your time.

If you have any questions or concerns, please do not hesitate to call me at 784-1014 or 819-2853 (cell) or you can email me at tgainer@pcgov.org. I also welcome you to come by our facilities any time. Also, for more information about our program, please visit our website at www.asappanamacity.org.

Thank you,

Terri Gainer
Executive Director



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