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Dear Administrator:

"Concept to Classroom" is a free professional development workshop series that addresses a variety of relevant topics in education today. The workshop series is a production of Thirteen Ed Online, an online professional development site of the Educational Resources Center at Thirteen/WNET New York. You probably received this letter from an educator in your school/district who is interested in receiving credit for their participation in one of the workshops.

The "Concept to Classroom" workshops were developed by experts in the field and reviewed by a select set of education professionals. Each workshop contains information that is directly applicable to the classroom, and is also appropriate for use in pre-service and in-service training in teacher education programs. The course your teacher is interested in is "After-School Programs-From Vision to Reality" and was developed in collaboration with experts An-Me Chung, Ellen Gannett, and Adriana de Kanter la Perla. We invite you to visit our "Concept to Classroom" site at <http://www.thirteen.org/edonline/concept2class/>.

In the "After-School Programs-From Vision to Reality" workshop, the educator will explore important issues in the burgeoning field of after-school care. In particular, the educator will learn about the recent growth in demand for programs, and how exemplary after-school programs can benefit students, families, schools and communities. Participants will have the opportunity to view footage of stakeholders in the after-school field talking about what makes a quality after-school program, and how programs have affected their communities. Participants will look at the steps involved in setting up an after-school program that meets the needs of children and youth and serves and strengthens the entire community. Finally, participants will focus on the actual classroom experience in an after-school program. They will develop a schedule and a curriculum theme, and go through a step-by-step method for planning activities.

The time involved to complete the workshop is approximately thirty to thirty-five hours. Thirteen Ed Online's education experts feel that the time and effort required to participate is worth professional development credit, and we recommend that educators who successfully complete this workshop receive two credits.

You should also find two attachments with this letter. We have provided you with some tools to help in your consideration and assessment: a rubric and a syllabus. The "After-School Programs-From Vision to Reality" rubric is an important conceptual tool that can help you judge the educator's assessment rubric based on specific evaluative criteria. We encourage dialogue between staff members and administration to ensure that everyone is using the same vocabulary and a similar background from which to draw on experiences and their work in the classroom. The syllabus presents an outline of the course.

We hope that these tools will help you and your educator to determine the awarding of professional development credit.

We thank you for your dedication to continued professional development of educators at your school.

Sincerely,

Thirteen Ed Online Team