

Dear [PARENT’S NAME],

Welcome to the new school year at [PRESCHOOL NAME]! I’m thrilled to have your child in my classroom this year and look forward to getting to know them and your family better as the year progresses.

I’m here to help you ensure your child meets their highest potential and learning goals, all while having fun and fostering a safe, comfortable environment for early childhood growth. I have [NUMBER] years of experience in teaching other children in [GRADES].

Aside from my [NUMBER] years of experience, I also have special certifications that include:

* [CERTIFICATION/TRAINING]
* [CERTIFICATION/TRAINING]
* [CERTIFICATION/TRAINING]

As you can see, I’m experienced and excited to help your child and their classmates grow as little learners. What can you expect in terms of learning this year? The following is an outline of what we will focus on in pre-K class this year at [PRESCHOOL NAME]:

* [SUBJECT]
  + [TOPICS]
  + [TOPICS]
  + [TOPICS]
* [SUBJECT]
  + [TOPICS]
  + [TOPICS]
  + [TOPICS]
* [SUBJECT]
  + [TOPICS]
  + [TOPICS]
  + [TOPICS]

To support your child’s learning this year, I need a few things from you! I kindly request that you help ensure your child can:

* Arrive to class on time each day ready to learn.
* Complete all assignments and projects promptly.
* Read at least 30 minutes per week.
* Communicate with me if they need special help or attention during class.



Keep in mind that these requests simply enable me to help you help your child achieve their highest learning potential this school year! To do that, I’ll also request that you purchase some supplies for your child.

On the first day of class, please have your child bring the following school supplies to class in a bag marked with their first and last name:

* [SCHOOL SUPPLY]
* [SCHOOL SUPPLY]
* [SCHOOL SUPPLY]

If you have questions about the curriculum or these supplies, please don’t hesitate to reach out. I’m available for any questions or concerns! You can get in touch with me during school hours by email at [EMAIL ADDRESS] or by phone at [PHONE NUMBER].

I’m looking forward to a stellar year of learning, fun and growth!

Sincerely,

[YOUR NAME]

P.S. For classroom policies and additional information, please visit the [PRESCHOOL NAME] website or view a copy of our classroom policies here: [URL]