

Hello parents and children!

It’s almost time for the new school year to begin and I am thrilled to welcome your children to my classroom.

This letter is a brief introduction to our classroom policies and procedures, and a way for me to introduce myself as your child’s teacher.

You should be receiving this letter as part of the welcome packet from the school. In that packet, you will find other policies and procedures your children are required to follow as they participate in daily life at

[PRESCHOOL NAME].

My name is [YOUR NAME] and I have been working in early childhood education for [NUMBER] years now.

Along with my amazing teaching assistant, [TA NAME], we strive to create a warm, nurturing environment where your child can thrive academically, socially and emotionally. We both bring unique experiences and skills to this classroom and are pleased to formally introduce ourselves.

About Me

[SHORT BIO]

About My Teaching Assistant

[SHORT BIO]

Our daily schedule includes:

* [ACTIVITY]
* [ACTIVITY]
* [ACTIVITY]
* [ACTIVITY]

We encourage communication between home and school so please don’t hesitate to reach out with any questions or concerns. I will be your main point of contact for all classroom-related questions. The best way to reach me is via email at [EMAIL ADDRESS].

Please contact [TA NAME] only if you can’t reach me. Please direct all school payment questions or issues to

[CONTACT EMAIL ADDRESS].

I am excited for a fun-filled year together and hope you and your kiddos feel the same. See you all soon!

[YOUR NAME]

