Dear Pre-K for All Family,

I want to welcome your family to <enter pre-K program name>. Our Pre-K for All program is excited to partner with you to support your pre-K child’s learning this year.

Your pre-K child will be in a safe, nurturing learning environment where they will have many opportunities to try, discover, explore, and thrive. In pre-K, your child will gain the skills, knowledge, and approaches to learning necessary for kindergarten in a variety of ways, such as engaging with peers, adjusting to routines, solving problems, and learning and using new vocabulary throughout the day.

Enclosed are some summer resources for your family including ways to support your child’s transition to pre-K and some enriching books to read together. Enjoy the summer and remember to have fun, meaningful conversations with your child during daily activities and other summer adventures!

I want to share important information in advance of the first day of school. The first day of school for your pre-K child is <date >. Please arrive with your child at <time>. <Include specifics about your first few days here: date, time, how to enter the building, etc.so families know about the schedule of transitioning their children into your pre-K program.> Our regular pre-K program daily hours are <insert hours>.

Contact information for our pre-K program is: <insert important phone numbers >

In order to keep you informed about what your child is learning and upcoming activities and events you can participate in at our pre-K program, we will <send home/post on our bulletin board/post on our website/email you> various communications with your child such as notifications, letters and work completed.

We are committed to your child’s pre-K success and are thrilled to welcome your family to our pre-K community. Research shows that children’s maximum potential can be best achieved through a proactive partnership between families and schools. We value your feedback and suggestions about our program, including how we can better support you and your child. If you would like to schedule time to talk to me, please call <insert contact person name and phone number> to schedule a meeting.

Looking forward to a year of learning together,

<Program Leader Name>

<Program Name>

<Program Address>

<Program Phone Number>

<Program Email Address>