Dear Pre-K for All Family,

I am excited to be your child’s teacher! I look forward to partnering with your family for a successful
pre-K year.

I will start by sharing a little about myself and some of the other staff who will be working with your
pre-K child. <teacher could create a short paragraph about him or herself>

This year, your child will gain the skills, knowledge, and approaches to learning necessary to succeed in kindergarten and beyond. Here are some examples of the units of study that your child will participate in and what you can anticipate that your child will be able to accomplish after participating in pre-K. <teacher should add a few sentences about the PKFCC, the curriculum the program uses, and any other program-specific information>

In order to best support your family to engage in your child’s learning, I will regularly share information about what your child is learning. I will also share ways that your family can participate in that learning, both here at school, and at home. Here are some opportunities for families that I have already planned:

<teacher should provide examples (e.g., pot luck, classroom welcome events, parent-teacher conferences)>

As we progress through the year, your family can expect that I will communicate with you in the following ways < (e.g., class newsletter once a month, individual updates, online forum)>. Our ongoing communication and collaboration is important to support your child’s learning and development.

Our first unit of study this year will be <e.g., family>. This will be a great way to start the year because <e.g., this topic will introduce children to each other and our program incorporating <insert specific standards>>. Here are some ways you can get involved:

<teacher should provide examples>

Below is my contact information, please use it if you have questions over the summer and throughout the year. I would love to hear from you and learn more about your pre-K child.

See you soon!

<Teacher’s Name>

<Teacher’s Phone Number>

<Teacher’s Email>