

*(Sample Letter #2 to parents and caregivers, which is sent home with the students on the first day of school.)*

Dear Parents,

I hope you and your family have had a wonderful summer and are ready to begin a new school year. Your child will be in the morning kindergarten class, Track C and I am looking forward to being your child's teacher this year.

We will be having a kindergarten orientation meeting on Tues. July 12, at 7:00 pm in room A-4. At this meeting we will be discussing your child's kindergarten program.

This informative meeting will help you prepare your child for the first day of school.

The school nurse will be available that evening for those who need to verify immunization records.

I look forward to working with you this year as your child starts their academic career.

Your educational partner,

Victoria Murphy

Sample Letter #2: Teacher to Families/Caregivers