**Sample Preschool or Kindergarten Back-to-School Letter**

Dear PARENT NAME:

We’re so excited that CHILD’S NAME will be joining us for preschool/kindergarten this year! I’m looking forward to seeing you at TIME on 1st day of school DATE.

Welcome to our school community!

Here is some information to help you get settled.

* To start off the year we will *Describe some specifics about your program/classroom*.
* We are working hard to make sure preschool/kindergarten is a safe and healthy environment. Consider sharing one of Attendance Works’ [health handouts](https://www.attendanceworks.org/resources/health-handouts-for-families/).
* To make sure your child benefits as much as possible, your child needs to show up every day whenever possible. Going to preschool/kindergarten is an opportunity for your child to:
* Build routines that help reduce stress.
* Make new friends or reconnect with their friends and teachers.
* Engage in learning.
* Gain access to meals and fun activities.

Missing 10%, or more than two days a month of preschool/kindergarten, can impact a child’s learning, social development and take them off track for developing attendance habits critical to success in school.

If a problem emerges with health, food, transportation, housing or anything else, please call us so we can help. [Insert phone number and person’s name]

We look forward to seeing you and (CHILD’s NAME)!

Sincerely,

Name of Teacher or Program Director

*Updated April 2025*