

[School Letterhead]

[Date]

[Parent/Guardian Name]

[Address]

[City, State, Zip Code]

Dear [Parent/Guardian Name],

Welcome to [School Name]! We are thrilled to have you and your child join our school community.

As we embark on this exciting academic year, we want to share some important information to help you and your child transition smoothly into our school.

School Hours:

- Start Time: [Start Time]
- Dismissal Time: [Dismissal Time]

Important Dates:

- Open House: [Date & Time]
- First Day of School: [Date]
- Parent-Teacher Conferences: [Dates]

At [School Name], we believe in fostering a positive and engaging environment where all students can thrive. Our dedicated staff is committed to providing the best educational experience for your child. We encourage you to get involved! There will be plenty of opportunities to volunteer and participate in school events.

If you have any questions or need assistance, please do not hesitate to reach out to us at [School Phone Number] or [School Email Address].

We look forward to a wonderful school year filled with learning and growth!

Warm regards,

[Your Name]

[Your Title]

[School Name]

[School Phone Number]

[School Email Address]