

****Template Example 1: Welcome Letter to Parents****

[Your Preschool's Name]

[Preschool Address]

[City, State, Zip Code]

[Date]

Dear Parents,

Welcome to [Preschool's Name]! We are thrilled to have your child join our family this year. At [Preschool's Name], we believe learning should be fun and engaging. Our dedicated team is excited to provide a nurturing environment where your child can explore, discover, and grow.

This year, we will focus on interactive activities that promote essential skills such as creativity, communication, and cooperation. Our daily schedule will include a mix of storytelling, music, art, and outdoor play. We encourage you to participate in our monthly events and share your talents with us!

Please feel free to reach out with any questions or concerns. We look forward to building a wonderful partnership with you as we support your child's learning journey.

Warm regards,

[Your Name]

[Your Title]

[Preschool's Name]

****Template Example 2: Letter to Kids About an Upcoming Event****

[Your Preschool's Name]

[Date]

Dear Little Explorers,

Guess what? We have a super exciting event coming up! This Friday, we will have our ****"Rainbow Day"****! Wear your favorite colors and get ready for a day filled with colorful activities, arts and crafts, and a special storytime about colors.

Don't forget to bring your biggest smiles and your friends, too! We can't wait to see all the beautiful colors shining bright in our classroom.

Let's make this a day to remember!

See you soon,

[Your Teacher's Name]

****Template Example 3: Goodbye Letter for Moving Up Ceremony****

[Your Preschool's Name]

[Date]

Dear Parents and Children,

As the school year comes to an end, we want to take a moment to celebrate all of you! Each child has grown so much and made wonderful memories together. It has been a joy to see the friendships blossom and skills develop.

Join us for our ****"Moving Up Ceremony"**** on [Date] at [Time]. We will share stories, songs, and special moments as we say goodbye to our preschoolers and wish them luck on their new adventures in kindergarten. Thank you for being a vital part of our preschool family. We will miss you and can't wait to hear about all the amazing things you will do next!

Much love,

[Your Name]

[Your Title]

[Preschool's Name]