

[Your Name]  
[Your Position]  
Kumon [Center Name]  
[Center Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

Dear Kumon Families,

We hope this letter finds you well. We are writing to inform you about some important updates to our policies at Kumon [Center Name]. These changes are designed to enhance the learning experience and ensure the continued success of our students.

**\*\*Policy Updates:\*\***

1. **\*\*Attendance Policy\*\***

Effective [Start Date], we will be implementing a new attendance policy to improve consistency and progress tracking. [Briefly describe the changes.]

2. **\*\*Tuition Fees\*\***

Starting [Effective Date], there will be a change in our tuition fees. [Outline the changes and any relevant information regarding payment plans or scholarships.]

3. **\*\*Classroom Conduct\*\***

To maintain a positive learning environment, we have updated our expectations regarding classroom conduct. [Explain any new rules or standards.]

4. **\*\*Communication Protocol\*\***

We encourage an open line of communication. Please read through our updated communication protocol for parents and guardians. [Provide any details about changes to communication methods or hours.]

We value your partnership and support in this journey of learning and growth. If you have any questions or concerns regarding these updates, please feel free to reach out to us.

Thank you for being a crucial part of the Kumon family!

Sincerely,

[Your Name]  
[Your Position]  
Kumon [Center Name]  
[Phone Number]  
[Email Address]