

[Your School's Letterhead]

[Date]

Dear Parents and Guardians,

We are excited to welcome your child to kindergarten this year at [School Name]! Our team is dedicated to creating a nurturing and engaging learning environment where children can thrive and grow.

This year, we will focus on [briefly outline curriculum highlights or themes, e.g., literacy, numeracy, social skills]. We encourage family involvement and would love to partner with you in your child's educational journey.

Here are a few important dates to remember:

- **\*\*Back to School Night:\*\*** [Date & Time]

- **\*\*Field Trip to [Destination]:\*\*** [Date]

- **\*\*Parent-Teacher Conferences:\*\*** [Dates]

Please ensure that your child comes to school with [mention any necessary supplies or personal items, e.g., a water bottle, lunch, etc.].

If you have any questions or concerns, feel free to reach out to me at [your email] or [your phone number]. Thank you for your continued support!

Warm regards,

[Your Name]

[Your Title]

[School Name]

[Contact Information]