

[Your Preschool Name]  
[Your Address]  
[City, State, ZIP Code]  
[Date]

Dear Parents and Guardians,

We are excited to welcome your little ones to our kindergarten program!  
As we begin this new journey, we want to share some important information  
and upcoming events.

**\*\*Important Dates:\*\***

- Orientation: [Date and Time]
- First Day of Kindergarten: [Date]
- Back-to-School Night: [Date and Time]

**\*\*What to Bring:\*\***

- A backpack
- A water bottle
- Lunch (if not participating in the school lunch program)
- Any personal supplies listed on the supply list

**\*\*Classroom Expectations:\*\***

- Be kind and respectful to classmates and teachers.
- Raise your hand to speak.
- Follow directions the first time they are given.

**\*\*Contact Information:\*\***

If you have any questions or concerns, please do not hesitate to reach  
out. You can contact me at [Your Phone Number] or [Your Email Address].  
We look forward to a wonderful year of learning and growing together!

Warm regards,

[Your Name]  
[Your Title]  
[Your Preschool Name]