**Sample Preschool Back-to-School Letter**

Dear PARENT NAME:

We’re so excited that CHILD’S NAME will be joining us for preschool this year! It’s going to be an exciting year, with your child learning the basic skills that will help him/her eventually learn to read, do math and be a good student.

I’m looking forward to seeing you at TIME on 1st day of school DATE. We’ve been planning some great activities and assignments. DESCRIBE SOME SPECIFICS ABOUT YOUR PROGRAM.

We want you to be a part of the learning process and fully engaged in your child’s progress. After all, you are CHILD’s name first teacher. The first step is to make sure your child shows up for class every day.

Even in preschool, children who miss too many days miss out on lessons, social activities and friendships. How many absences are too much? Missing 10 percent of a high-quality preschool, or more than two days a month, can impact a child’s learning especially if this pattern of absenteeism continues into kindergarten. We’ll be sending calendar sheets home if you’d like to track the absences yourself.

We realize some absences are unavoidable because of illness or other reasons. But try not to let your child miss school unless they absolutely have to. If a problem emerges with health, transportation, housing or anything else, let us know. We want to help your child get to preschool!

Remember: Every Day Counts!

Sincerely,

Name of Teacher or Program Director