[Template for welcome letter to caregivers]

August/September \_\_\_\_, 20\_\_\_\_

Dear Caregivers:

Welcome! I want to take this opportunity to introduce myself and share my excitement about working with your child this year. I know your child will do and learn great things this year, and I am eager to help them do so.

During the first few weeks of school we will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. One of our main goals at the start of the year is to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(help students become independent thinkers and to build a kind and inclusive learning community.)*

Because you are an important part of your child’s learning life, I look forward to communicating throughout the year. Plan on hearing from me via *(text/email/phone)* sometime before (*date*) so I can give you a quick update on the first few weeks.

If you have questions or would like to introduce yourself before then, you can contact me via email at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.com. I will also post updates, assignments, resources, and more on our class website at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.edmodo.com.

I am privileged to be part of this learning community where we work hard to help every child feel safe, welcomed, and supported to reach their full potential. I am looking forward to a great year!

Sincerely,