

Parent welcome letter

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Welcome

Dear families, we're so glad your child is joining [Program name] for [session or school year]! This letter covers what you need to know before the first day. Please keep it handy.

Key dates

- First day: [date]
- Last day: [date]
- No program on: [holidays and closed days]
- Family events: [open house, showcase or last-day celebration]

Drop-off and pickup

- Hours: [start time] to [end time], with early drop-off from [time] and extended day until [time] for families who signed up
- Drop-off: [where to go and who to see]
- Pickup: We release children only to parents, guardians and adults on your authorized pickup list. Staff will ask for photo ID if they don't know you.
- Late pickup: [late pickup policy and fee]

What to bring

Please label everything with your child's name. Our packing list is attached. The basics are [a water bottle, lunch and snacks, sunscreen, a hat and sneakers].

Health and medicine

Please make sure your child's medical and allergy form is complete. If your child needs medicine during the program, bring it in its original container and fill out our medication form. Keep your child home if they [have had a fever, vomiting or diarrhea in the last 24 hours].

Staying in touch

- Program director: [name, phone and email]
- On program days, call [phone number answered during program hours]
- We'll send updates by [email or text] [how often]
- If your child will be absent, please tell us by [time]

Before the first day

- ☐ Finish registration and pay any balance due by [date]
- ☐ Complete the medical and allergy form
- ☐ List everyone who may pick up your child on the authorized pickup form
- ☐ Sign the photo release and code of conduct
- ☐ Label your child's things

See you soon

We can't wait to meet your child. If you have questions, reach out anytime. Warmly, [Name], [Title], [Program name]

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