

SAMPLE TRANSITION LETTER



Date: _____

Dear: _____

I'm pleased to share with you that it's time for _____ to transition to the preschool room.

The current rate of tuition for _____ will be \$ _____ week. The rate change will go into effect on _____.

It is important to us that your child have time to adjust to his/her new room, new classmates and new teachers, therefore we have arranged for your child to visit the new classroom periodically throughout the next week beginning on _____.

_____ will visit on M T W R F (circle all that apply) during these times _____.

The teachers also invite you to bring _____ upstairs for brief visits at drop-off and pick-up times to check out the room as we think it will help the transition.

If you have questions regarding the preschool room policies and schedule, please ask one of the teachers: _____. Your signature below indicates that you grant us permission to allow your child to participate in our transitioning process. We all appreciate your cooperation, and look forward to _____'s new beginning!

Sincerely,

Anna Long, Director

Parent Signature

Date