

Dear Parents:

I am so excited to get to know and teach your child this year! It should be a great year full of exciting experiences and a lot of learning. We will be working on many different things this year so if you need to contact me at any time you may by email, aawhite@spartans.manchester.edu, school phone 555-555-5555, or if it is an emergency at my house 551-551-5511.

I would also love to have you visit our classroom and see what your children do with their time here at our school. If you would like to come in and visit, I just ask that you contact me by one of the ways above or by sending a letter with your student to me. I would hate for you to come in on a day when we are doing something special and are not in the classroom. I also love any help that I can get while teaching. If you have some free time and would like to help me, please contact me and let me know when you would like to come in.

Attached is list of classroom rules that your students and I have created for your students to follow in my classroom. If you have any questions, please do not hesitate to let me know. Please read over them and send back the attached sheet with your signature by the end of the week. Once again I am so excited for this year, if you have any questions about anything, please do not hesitate to ask.

Sincerely,

Miss Abby White