

Form JGFB-1

*Empowering Dreams for the Future*

**SAMPLE LETTER TO PARENTS/GUARDIANS**

**WHO DROP-OFF CHILDREN TOO EARLY**

**THIS LETTER IS A “SAMPLE” AND MUST BE ADAPTED TO FIT THE PARTICULARS OF YOUR SITUATION.**

**COPY THE FOLLOWING CONTENT TO YOUR SCHOOL STATIONERY.**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

We have previously shared with you through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that the school building is not open until a.m. School staff also comes on duty at this time. Therefore, it is very important that your child not be dropped off prior to a.m.

We have noticed that your child was dropped off too early on at least one occasion. The school has great concern for your child's safety and specifically requests that your child not be left at the school before the building is open. We cannot be responsible for your child's well being if he or she is dropped off before \_\_\_\_\_ a.m.

I appreciate your cooperation in advance and look forward to a positive school year.

Sincerely,

Principal.