

Model Parent Letter

Dear Parent,

In accordance with administrative regulations, our school has established a schedule for the supervision of students on school property. No children are to be dropped off before _____ a.m. or picked up after _____ p.m. This information has been given to all parents.

Your child, _____, was left at school outside this period on _____.
If this happens again, the appropriate child protection authorities will be notified.

Principal's Signature