

Dear [Parent Name],

Welcome to [Organization/School Name]! We are thrilled to have you and [Child's Name] join our community.

To ensure a smooth transition, we have outlined the next steps for your onboarding process below:

- **Required Paperwork:** Please complete and return the enclosed enrollment forms by [Date].
- **Portal Access:** You will receive an email shortly with login credentials for our Parent Portal at [URL].
- **Orientation:** We invite you to attend our New Parent Orientation on [Date] at [Time].
- **Fees:** Please ensure the initial deposit or registration fee is settled by [Date].

Included with this letter is our Parent Handbook, which contains important information regarding our policies, daily schedules, and contact details.

If you have any questions during this process, please feel free to reach out to [Contact Person] at [Phone Number] or [Email Address].

We look forward to a wonderful year ahead.

Best regards,

[Your Name]  
[Your Title]  
[Organization Name]