**Chapter Four**

**Examples and Templates**

**Sample Copy for Confirmation Letter**

Dear Parent of [Student Name],

We have received your child’s registration form. This means **[student name] is now officially enrolled in [name of program].** Your child will attend camp from [start date] to [end date] from [start time] to [end time] at [Insert Summer Camp Site], where transportation, breakfast, lunch and an afternoon snack will be provided daily.

Students will spend time participating in fun activities such as [list three to four enrichment examples]. In addition, students will enjoy and learn from their academic time in science, math, social studies and language arts.

This camp is set up to help your child get ready for the [X] grade, but only if your child attends regularly. We ask that you please plan your summer vacation so that your child does not miss any of the learning and fun. The camp only lasts five weeks, so every day counts. (And if your child does miss a bit of [program name], please get your child back to camp as soon as possible so the learning and fun can continue.)

A packet with information on transportation and additional details will be sent [insert date]. If you have questions about the camp, please contact us at [insert contact information].

Thank you again for your commitment to your child’s education.

Sincerely