

(sample letter to parents – on school letterhead)

Grandparents & Grandfriends Day

Friday, October 16, 12:30–3:00 pm

Dear Parents,

Grandparents and other older adults can be very important people in children's lives. Children feel a sense of pride and accomplishment when they know that people in their extended family and community are interested in their education. So, we're having a special celebration! Grandparents & Grandfriends Day recognizes the importance of our heritage, our community, and relationships across generations.

We're inviting the grandparents of our students to the event on Friday, October 16 from 12:30–3:00 pm.

This event is intended for children and their grandparents/stepgrandparents or a special "grandfriend." Sorry – our space is limited, so parents and siblings cannot attend this event.

We understand that all children don't have grandparents, and that some grandparents will be unable to attend. We encourage these children to bring another special older adult – a family friend, other relative like an aunt or uncle, or a neighbor. If no one is available, we are inviting some older adults from a local seniors group to act as "grandfriends" to students. Some children are also happy to share their grandparent with a classmate. If you have questions about who to invite or arranging for a grandfriend, call the event coordinator, Tina Kovalyk, at (333) 333-3333, or talk with your child's teacher.

We ask you to:

1. Give the enclosed information sheet to the grandparent(s) or grandfriend you're inviting.
2. Complete the enclosed RSVP form. **Please print clearly** – we need the information to make name tags. You can return the form to the school with your child, in the mail, or fax it to (555) 555-5555. You can also call the school secretary at (777) 777-7777. We **MUST** receive the **RSVP no later than Friday, October 9**.
3. The event ends at 3:00 pm. If you want your child to leave the event with their grandparent(s) or grandfriend, please send a note to your child's teacher before the event. We need signed parental permission to allow our students to leave the school with anyone other than their parents.

Please help avoid last minute confusion, misunderstandings, and hurt feelings by following these requests.

If you can help by donating refreshments or by acting as a volunteer during the event, please call the event coordinator, Tina Kovalyk, at (333) 333-3333.

If your child has a grandparent who cannot attend the event, please ask them to write a note to their grandchild and put it in a sealed envelope for the child to open and read on Grandparents & Grandfriends Day. Grandparents can mail the note directly to the school or pass it along through you. In this way, grandparents can still participate in the event with their grandchildren.

Grandparents & Grandfriends Day is a special day for both young and old. Thank you for your cooperation in making the event a success and a positive, memorable experience for your child!

Yours truly,

Principal