

## Sample Parent Letter

**Teachers/Principals - use the ideas here to help you craft your own personal letter. Explain why you have chosen to attend the Headlands Institute Program, who will be supervising students and how you plan to raise funds to cover tuition costs.**

Dear Parents **[Can be general or personal - Personal if possible is best!]**:

In conjunction with Headlands Institute, we have developed a program of hands-on scientific exploration in the Golden Gate National Recreation Area. We believe this **overnight** experience will be a safe, fun and exciting addition to your child's regular academic program at school. We are planning this **[ \_\_\_\_?-day]** program for **[add program dates]**.

Founded in 1977, Headlands Institute is a private non-profit organization dedicated to teaching science and environmental education in nature's classroom to inspire a personal connection to the natural world and responsible actions to sustain it. The Headlands Institute is part of a larger organization, NatureBridge, and has sister campuses in Olympic National Park, Yosemite National Park, and the Santa Monica Mountains. The Headlands Institute offers field science programs for K-12<sup>th</sup> grade, conference and retreat facilities, a summer day camp, and a year-long internship program for high school youth.

The Headlands Institute's science programs are facilitated by an experienced, professional faculty. Each instructor is also trained in wilderness first aid and CPR. Small group instruction encourages an understanding of the basic principles of ecology through intimate association with the natural environment. The goal of any Headlands Institute program is to broaden the student's awareness of the natural world and his/her relationship to it. We think this is an exceptional educational opportunity.

The cost per student is \$**[add estimated cost/student]**. This covers transportation, tuition, room and board. Please make checks payable to **[add payment instructions]**. (Do not send payments to the Headlands Institute.)

We want 100% participation from our students! If you feel the cost may be burdensome, please contact us right away. Some parents may wish to contribute additional tax deductible dollars other than their own child's fees so that we may offer assistance to those unable to afford the entire program costs. Please contact us if you wish to make a contribution. We are also planning to raise program funds and lower student costs by **[add fundraising ideas/plans]**. We ask parents to encourage students to earn part or all of the expenses involved.

Please complete the enclosed *Registration Form* (both sides!) and *Student Responsibilities sheet* (to be completed with your child) and return both to **[add return instructions]** by **[add date form must be returned by]**. These forms are **required** for your child to attend this program.

The Headlands Institute campus is located in the Marin Headlands just north of San Francisco. It includes a dining hall, science laboratories, play/recreation areas and overnight

dormitory facilities. Each dormitory has its own bathroom and shower area to be shared by students and adults. Participating adults were chosen **[explain how your participating adults were chosen]**, and will be responsible for all supervision of our students during the program.

The weather in the Marin Headlands is unpredictable and can be anything from hot sunshine to fog or cold, windy rain at any time of the year. The enclosed required clothing list is self-explanatory and should be closely adhered to as most activities will take place outdoors. With the exception of lunch from home on the first day or any pre-arranged special dietary needs, additional food items are not allowed and should be left at home. Also, students cannot bring any electronic equipment of any kind (radios, games, cell phones, etc.).

Should a medical emergency arise, students in most cases will be taken to Marin General Hospital and will be accompanied by at least one participating adult from our group. You will be contacted immediately if such an emergency arises. The Headlands Institute's office hours are from 8:30am - 5:00pm. After 5:00pm, voice mail messages can be left for students with the Field Science Operations Manager at (415) 332-5771, ext. 24. For **EMERGENCIES ONLY**, the Headlands Institute's Campus Coordinator can be paged during non-office hours at (415) 679-8458.

If you have any questions about our upcoming Headlands Institute program, please contact me at **[add contact info]**. We're looking forward to having **[add student's name]** join us!

Sincerely,

**[Sign and add Title/Position]**