

Date: \_\_\_\_\_

Dear \_\_\_\_\_,

Thank you for volunteering to  
chaperone our trip to

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**on** \_\_\_\_\_.

You are welcome to come to our  
classroom with your child that  
morning. Otherwise, We will depart  
Moffet promptly at \_\_\_\_\_ and return  
at \_\_\_\_\_. Please be aware that  
the school policy does not permit you  
to sign out your child upon returning  
to Moffet from any trip, unless you  
have made arrangements that have been  
approved by administration.

Thanks again!

Sincerely,

Mrs. Bustamante