

Dear Parent/Guardian,

I am writing to you today to ask for your assistance in helping us address some behavioral concerns that have been occurring with your child at [*Ministry Name*]. We desire to maintain an atmosphere that is not only fun and welcoming but also respectful of the teachers and other children. At [*Ministry Name*] we have clearly defined expectations for what is and is not appropriate conduct during class time and other activities. Though your child is aware of the rules and we have made several attempts to correct their behavior, we continue to have problems in class. For example, during class, your child is often disruptive, refuses to listen to their teacher, and sometimes causes difficulty for the other kids in class.

[*Church Organization/Ministry Name*] will not tolerate consistent poor and inappropriate conduct in class. At this point, we do not have the staff or volunteers to pull your child out of class for repeated misbehavior. We would love to have your child continue to be a part of [*Ministry Name*]. However, in the future, they must be accompanied by a parent or guardian.

We appreciate your help and understanding in this matter. If you have any questions please contact [*Your Name*] [*Volunteer Position or Title*] or [*Ministry Coordinator/Pastor's Name*] [*Title/Volunteer Position*].

Kind Regards,

[*Your Name*]

[*Your Title/Ministry Position*]

[*Contact Information*]