

## Sample Letter To Parents

*Dear Parent,*

*I would like to welcome you to my day care. I enjoy working with children and owning my own day care. I feel very fortunate to be able to contribute to my family's income by doing something I enjoy.*

*I truly believe that in a daycare, the needs of the child are most important, and that there should be open times of communication between you and I. I promise, as your provider, to give the best possible care of your child(ren). I hope that you will be willing to work with me if problems or concerns arise. No child will be spanked or ridiculed while in my care. Individual attention will be given to each child daily. I will let you know of any problems or concerns that I have when your child is picked up at the end of the day.*

*I am licensed or registered with \_\_\_\_\_County Health Department. My home is in compliance with all state rules and regulations.*

*I will provide a stimulating atmosphere to enhance a child's learning while giving adequate free playtime. Each full time child in my care will receive two snacks per day and lunch. Part time children's feeding schedule will depend on their time in my care. A rest period will be established for all children.*

*It is my hope that we will be able to work together for the best interest of your child. Once again, this is a business to add to my family's income, so I ask that you pay on time as per our signed contract.*

*I will need to be called if you are dropping off or picking your child up late, as well as any absences. I will provide an alternate provider for all parents, but I would also like for you to have a back up, as emergencies do happen and its best to be prepared.*

*I am always available to answer any questions you may have regarding your child's care. Any helpful suggestions about dealing with your child are welcomed. Thank you for taking time to read this and again, Welcome!!!*

*Sincerely,*

*Child Care Provider*