

[Daycare Provider Name]

[Daycare Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Parent/Guardian Name]

[Parent/Guardian Address]

[City, State, ZIP Code]

Dear [Parent/Guardian Name],

Subject: Daycare Provider Policy Update

We hope this letter finds you well. As part of our commitment to providing a safe and nurturing environment for your child, we would like to inform you of some important policies that affect our daycare operations. Please take a moment to review the following updates:

1. **\*\*Operating Hours\*\***: Our daycare will operate from [start time] to [end time], Monday through Friday.

2. **\*\*Fees and Payment Policy\*\***: The monthly fee is [\$amount], due by the [due date]. Late payments will incur a fee of [\$amount] after [grace period].

3. **\*\*Absences and Notifications\*\***: Please notify us at least [number of hours/days] in advance if your child will be absent.

4. **\*\*Health and Safety Guidelines\*\***: We require that any child displaying symptoms of illness, including fever, cough, or rash, stays home until they are fully recovered.

5. **\*\*Attendance Policy\*\***: Regular attendance is essential for your child's development. If your child will be absent for an extended period, please discuss this with us.

6. **\*\*Curriculum Changes\*\***: Starting [date], we will be introducing new activities focusing on [describe focus area, e.g., STEM, arts, etc.].

We appreciate your cooperation and commitment to our daycare policies. If you have any questions or would like further clarification, please do not hesitate to reach out directly by phone or email.

Thank you for trusting us with your child's care and education.

Sincerely,

[Your Name]

[Your Title]

[Daycare Provider Name]