

[Your Daycare Center's Name]
[Your Daycare Center's Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

Dear Parents and Guardians,

We hope this message finds you well. As the holiday season approaches, we want to inform you of our schedule regarding upcoming holidays.

****Holiday Closure Dates:****

- [Holiday Name] - [Start Date] to [End Date]

- [Holiday Name] - [Start Date] to [End Date]

We kindly ask parents to make arrangements for their children during this time, as the center will be closed to allow our staff to celebrate the holidays with their families.

Regular operations will resume on [Date].

Thank you for your understanding and support. We wish you and your family a joyful holiday season!

Warm regards,

[Your Name]

[Your Position]

[Your Daycare Center's Name]