

[Your Daycare Center's Name]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Dear Parents and Guardians,

We hope this message finds you well. We are writing to inform you of some important updates to our daycare center schedule starting [Effective Date].

****Updated Schedule:****

- ****Opening Time:**** [New Opening Time]

- ****Closing Time:**** [New Closing Time]

- ****Daily Activities:****

- [Time] - [Activity]

- [Time] - [Activity]

- [Time] - [Activity]

- [Time] - [Activity]

We believe these changes will enhance the experience for your children and allow us to provide even more engaging activities throughout the day. Please feel free to reach out to us at [Phone Number] or [Email Address] if you have any questions or concerns regarding this update.

Thank you for your continued support!

Warm regards,

[Your Name]

[Your Position]

[Your Daycare Center's Name]