

[Your Daycare Center's Name]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Dear Parents,

We hope this message finds you well. We are writing to inform you of some important changes at [Your Daycare Center's Name] that will take effect on [Effective Date].

****Changes Overview:****

- ****New Operating Hours:**** Our new hours will be [New Hours].
- ****Tuition Adjustment:**** Starting on [Date], there will be a change in our tuition rates. The new rates will be [New Rates].
- ****Staffing Updates:**** We are pleased to announce the addition of [New Staff Members/Positions] and the departure of [Departing Staff Members].
- ****Program Modifications:**** [Briefly describe any program changes, new activities, or curriculum updates.]

We want to assure you that these changes are made with the best interest of your children in mind. Our goal is to continue providing a safe, nurturing, and enriching environment for all our children.

If you have any questions or concerns regarding these changes, please do not hesitate to reach out to us at [Phone Number] or [Email Address]. We appreciate your continued support and understanding as we make these transitions.

Thank you for being a valued member of our daycare community.

Warm regards,

[Your Name]

[Your Title]

[Your Daycare Center's Name]