

[Your Daycare Center's Letterhead]

[Date]

Dear Parents and Guardians,

I hope this message finds you well. As the Director of [Daycare Center Name], I wanted to take a moment to share some important updates and reminders with you.

First and foremost, we are thrilled to welcome both new and returning families to another wonderful year at [Daycare Center Name]. It has been great to see our children engaging in activities that promote their growth and development.

****Upcoming Events:****

- ****Open House:**** Join us on [Date] from [Time] to [Time] to meet our staff and explore our facility.

- ****Parent-Teacher Conferences:**** These will be held on [Date]. Please sign up for a time that works best for you.

****Reminders:****

- Please ensure that your child's emergency contact information is up to date.

- Remember to pack a healthy snack and a water bottle for your child each day.

Thank you for your continued support and partnership as we create a nurturing environment for your children. If you have any questions or concerns, feel free to reach out to me directly.

Warm regards,

[Your Name]

Director

[Daycare Center Name]

[Contact Information]