

[Your Setting's Logo]

[Date]

[Parent/Guardian's Name]

[Address]

[City, State, Zip Code]

Dear [Parent/Guardian's Name],

RE: Behavior Notice for [Child's Name]

I hope this message finds you well. I am writing to inform you about a recent situation involving [Child's Name] in our Early Years Foundation Stage (EYFS) setting.

On [specific date], we noticed that [Child's Name] displayed behavior that was concerning, specifically [describe the behavior briefly, e.g., hitting another child, refusing to share, etc.]. This behavior is not typical for [Child's Name] and we believe it is important to address it promptly.

During our discussions with [Child's Name], we have encouraged them to [explain any guidance or strategies you have used, e.g., express feelings, use kind words, etc.]. We aim to provide a supportive environment that helps children learn appropriate social skills.

We would appreciate your support in discussing this matter with [Child's Name] at home. Reinforcing positive behavior and the importance of [insert relevant values such as sharing, kindness, etc.] will greatly assist in their development.

We will continue to monitor [Child's Name]'s behavior closely and provide guidance in our setting. If you have any questions or would like to discuss this further, please do not hesitate to contact me.

Thank you for your understanding and cooperation.

Warm regards,

[Your Name]

[Your Position]

[Setting's Name]

[Contact Information]