

27 Free Child Care Letter Templates



Introduction

Running a childcare program is a lot of work. With so many tasks pulling you in all sorts of different directions, it can be hard to focus on what's most important, nurturing and caring for kids. To help your program be all it can be, we built several letter templates for a variety of different situations. By using these free templates, you can avoid writing material from scratch while delivering professional communications to parents.

These templates include the content (which you'll find in the text below) and letter templates (which you can find [here](#)).

To use these free templates:

1. **Scroll** through the template and find the text that is best suited to your needs.
2. **Adjust** the text to your liking and fill in the bracketed sections with your own unique information.
3. **Proofread** your work.
4. **Paste** the copy into one of our free design templates.
[You can find them here.](#)
5. **Send** your new letters to parents.

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Preschool End-of-Year Letter Templates

A preschool end-of-year letter to parents can often be an overlooked task. After all, the school year flies by! It's as though one day you're enrolling new kiddos in your preschool classroom, and the next they're leaving for summer vacation.

Preschool teachers have the distinct honor of helping small children learn, grow and lay the foundation for their school-age years. For many children, their preschool teacher is their first teacher and is sometimes the first adult to have a positive impact on their lives outside of family.

To commemorate the school year, preschool teachers often send an end-of-the-year letter to parents shortly before the last day. The letter can express gratitude for a wonderful year, offer tips for the child's learning over the summer and invite the family to stay in touch.

Teaching small children is extremely rewarding and finding the words to express what the year meant to you can be difficult. Below, you will find five templates for end-of-the-year letters to parents plus one template addressed to kids.

Template 1: General Preschool End-of-Year Letter

The following template serves as a general preschool end-of-year letter for parents of preschoolers entering kindergarten. It includes a list of tips for parents to help their children prepare for school in the fall.



Dear Parents and Families,

Can you believe the year is almost over? And what a terrific year we have had!

This year, we learned new things, participated in fun activities and made many new friends. We also developed skills to help prepare for kindergarten next year!

I feel so fortunate to have had such a wonderful group of students. My friends and family laugh when I refer to my class as “my kids,” but in many ways, they are like my own children!

Each child has touched my heart and made my role as a teacher a gratifying experience. **[Child's Name]** has been such a joyful addition to our class, and I look forward to seeing **[him/her]** thrive in the next stage of their education.

This summer, there are fun activities you can do to help your child prepare for kindergarten. Here are my suggestions to help keep learning fresh before entering full-time school:

- Read to your child daily.
- Spark critical thinking by asking questions and offering choices.
- Practice ABCs together.
- Practice counting together.
- Help your child practice writing their name.
- Arrange playdates to practice sharing and taking turns.
- Encourage your child to express their feelings with words.
- Encourage going to the bathroom without help.

And, of course, allow plenty of time for play and being a kid!

These are small things that will have a significant impact on your child's success in kindergarten.

It was a pleasure getting to know **[Child's Name]** and you as well! Thank you for everything you have done to make this school year successful.

Please stay in touch! I welcome correspondence from you and your family by phone, email and on Facebook. Stop by the classroom anytime and say hi!

Thank you again for a beautiful year. I wish you a happy and safe summer!

Sincerely,

[Your Name]

Template 2:

General Preschool End-of-Year Letter

The following template is a general end-of-the-year letter to parents. It reflects on the school year, thanks parents for their involvement and offers suggestions to continue early childhood education over the summer, including social and emotional learning.



Dear Parents and Guardians,

It is hard to believe, but this is my last parent letter of the school year! It seems like just yesterday I was meeting **[Child Name]** on **[orientation night/first day of school]**. It has been a pleasure getting to know you and your child this year!

As I reflect on the past year, I feel such joy thinking about the fulfilling and enriching experiences we shared as a class. We learned new things, developed skills and made lots of new friends.

This summer, I encourage you and your child to review things we learned in class. Here are my tips for a fun and educational summer vacation:

- Practice sharing and taking turns.
- Write letters to family members.
- Read together often.
- Practice counting objects.
- Practice saying the ABCs.
- Sing silly songs, do tongue twisters and play rhyming games.
- Encourage independence when getting dressed, going to the bathroom and making snacks.

And, of course, allow lots of time to play! Running, skipping, jumping and climbing are all critical parts of your child's development.

Please stay in touch! I welcome visits to the classroom anytime, or you can reach out via email, phone or Facebook.

Wishing you a fun and safe summer!

All the best,

[Your Name]

Template 3:

Upbeat Preschool End-of-Year Letter

This template has a fun and upbeat tone. It offers specific suggestions for how students can continue their learning at home and in the community over the summer. At the end, it includes an optional postscript to include a recipe, craft or other educational activity the family can do together.



Dear **[Parent/Guardian Names]**,

Can you believe summer vacation is almost here?! Having **[Child Name]** in class this year has been a delight. We learned new things, developed new skills and had lots of fun with our friends.

To keep learning fresh, here are some ideas for a fun and educational summer:

- Join the **[local library]** reading program for children.
- Read together as a family each night before bed.
- Keep a journal together! Ask your child to write and illustrate what they did each day.
- Do arts and crafts to practice fine motor skills.
- Sing silly songs, play rhyming games and do tongue twisters.
- Write letters to family members and **[Teacher's Name]**!
- Play with friends and practice sharing and taking turns.
- Have a game night with age-appropriate board games.

These are just a few ways to help your child build on skills they learned in preschool and prepare for the next stage in their education.

It was a pleasure getting to know **[Child Name]** and you as well! Parental support and open lines of communication are critical to a successful school year. Thank you for all you have done this year!

Please stay in touch. You can stop by the classroom any time and say hello. I look forward to seeing your child grow in the years to come.

Wishing you a happy and safe summer!

Sincerely,

[Your Name]

P.S. Enclosed please find a **[recipe/game/craft directions/etc.]**.

Template 4:

Short Preschool End-of-Year Letter

Parents of small children are busy and may appreciate a short letter. This template is brief and gets to the heart of the message. It recaps the school year and looks positively to the future.



Dear Parents and Families,

The last day of school is always a bittersweet time. It marks the closing of one door and the opening of another.

I want to give a warm thank you to you and **[Child's Name]** for a wonderful school year. It was my joy to have **[him/her]** in class with us. We had a fulfilling year with lots of learning, lots of fun and lots of friendship.

Early childhood education lays the foundation for kindergarten and beyond. This year, we gained knowledge and learned life skills that your child can carry with them to full-time school.

Thank you for allowing me the opportunity to be your child's teacher! It has been a rewarding year in every way.

Please stay in touch! You can visit me in the classroom any time or reach out via email, phone and social media.

Wishing you happy and safe summer vacation!

Sincerely,

[Your Name]

Template 5:

End-of-Year Letter to Preschool Students

This template is a little bit different in that it is addressed to the student. While preschool students may be too young to read the letter now, the parents may appreciate the sentiment and save the letter as a keepsake for when the child is older.



Dear **[Child's Name]**,

It has been my pleasure to be your preschool teacher during the **[Year]** school year.

I have enjoyed seeing you learn, grow and play in preschool this year. Your precious smile and curious spirit warmed my heart daily. Students like you make my role as a teacher special!

We had so much fun learning new things, practicing new skills and making new friends. I hope you will always remember **[include one or two activities from the year that stand out]**.

I know I will always cherish those memories!

As you graduate from preschool and go on to kindergarten, I wish you the very best in your education. I look forward to seeing you grow and build on the things we learned this year.

While it may not seem like it now, childhood is fleeting. May you always retain your sense of childlike wonder, sense of humor and passion for play. And if you ever need to, please reach out to me — I'm someone who remembers you when you were small.

Please stay in touch! You and your family can visit my classroom any time.

Wishing you a happy and safe summer!

Sincerely,

[Teacher Name]

Template 6: Write Your Own Preschool End-of-Year Letter



The following template provides a basic framework for writing a preschool end-of-year letter to parents in your own words. Follow the guide to fill in each section with a few sentences on the suggested topic.

Dear **[Parent's/Guardian's Name]**,

[State your reason for writing. Acknowledge the approaching last day of school.]

[Reflect on the school year. What lessons or activities stood out? What is a special memory with this student in particular that you can share?]

[State how much you have enjoyed getting to know the parent/guardian. Thank the parent/guardian for their involvement in the classroom.]

[Offer tips to keep learning fresh over the summer. What activities can they do as a family to help the child remember things they learned?]

[Invite the family to stay in touch. You can ask them to visit you in the classroom, send a letter or contact you by phone, email or on social media.]

[Include a statement looking positively to the future. Wish them well in kindergarten and/or wish them a great summer vacation.]

[Closing],

[Your Name]



Daycare Closing Letters to Parents

Alf you must close your daycare center for any reason, finding the right daycare closing letter to parents sample doesn't have to be difficult!

When daycare centers must close due to an illness like the flu or the recent pandemic or another worldwide health crisis, parents and families need to know immediately. In the event of a recurrence of COVID, you may need to send a COVID letter to parents from daycare staff to inform them of the closure and keep everyone involved in your center safe.

Below are daycare closure letter template samples you can use to send to parents. You can use them in full or break them down to fit your center's needs.

Best Practices for Writing a Daycare Closure Letter Template

While it is easier to stay generic, a personal approach is best. Use the names of parents and children if applicable. Sign and date the letters from the center operator.

Use plain and understandable language. Be specific about the concerns involved. This will leave little room for speculation, with parents trying to guess what you really mean.

Acknowledge the impact the decision will have on parents and on the center. That this was not an easy decision. Try to include answers to important frequently asked questions parents may have, including:

- Your last day of operations
- Any payment issues
- How you plan to stay in touch

Your daycare closure letter template should also clearly communicate if you need parents to act on anything specific. For example, if they should pick up any strollers or other personal items or equipment by a certain day and time.

While it is important to identify when there has been an outbreak at your daycare center, you must also maintain confidentiality. If possible, protect the identity of any child or staff member who was exposed to or received a positive COVID-19 diagnosis. Do not intentionally name names.

When writing messages to parents, it is also critical to inform them about the importance of not participating in the stigma and discrimination against any suspected person who may have COVID-19.

Daycare Closing Letters to Parents

This daycare closing letter to parents sample is specifically used to inform parents that there has been an exposure to COVID at your daycare center. Your COVID letter to parents from daycare should address all the areas of health and safety within your center. You should convey concern for the children and staff involved while also reassuring them that you will undertake every possible avenue of compliance required to reopen the center as soon as possible.

Daycare COVID Letter to Parent Template



[Date]

Dear **[Parent's Name]** and **[Child's Name]**,

It has been brought to my attention that another child or staff member at **[Daycare Center's Name]** recently showed symptoms of COVID-19. Based on local and statewide government regulations, they were required to receive a COVID-19 test, which came back positive.

I feel it is in the best interests of everyone at the center that we close while we address this issue. We did not make this decision lightly and we understand the impact that this has on **[Child's Name]**, whom you've entrusted to our care. Under the advisement of state and local health care agencies, it is a requirement to keep the virus from spreading any further.

Our last day of regular business hours will be **[Date]** at **[Time]**. We ask that you work with us to pick up all of your child's personal effects from the center before then and thoroughly disinfect them. We also encourage you to visit your child's primary health care facility for a COVID-19 test, especially if they are showing any symptoms themselves.

The health and safety of everyone at **[Daycare Center's Name]** will always be our first priority. We want to thank you for your understanding during this unparalleled health crisis. Rest assured that we are working diligently with state and local health care agencies to reopen as soon as it is safe to do so.

We also would like to impart that any individuals you suspect may have COVID-19 are not to be harassed in any way. Taking part in any defamatory activities only encourages the stigmas of a COVID-19 diagnosis. We are a community and we need to support one another in times like these.

We will remain in touch through text and email communication and update you on our progress. We will also send a potential reopening date when it becomes available. Please direct any questions about payments and other concerns to **[Name]** at **[Email Address or Phone Number]**.

Until then, from your friends at **[Name of Daycare Center]**, we wish you good health.

Sincerely,

[Name of Center Operator]



General Illness Daycare Closure Letter

Other types of illnesses that are not COVID related may also require a daycare center to close. Any contagious illness, especially among young children, can spread in close environments with exposure to shared surfaces and toys. It could be something as severe as a respiratory or intestinal flu to an outbreak of lice or exposure to mumps.



Your daycare closure letter template should address how your center will manage this illness based on what you're dealing with. Consider the structure of the template below.

[Date]

Dear **[Parent's Name]** and **[Child's Name]**,

I have recently been made aware that there is a potential outbreak of **[Illness]** at our center. **[Name of Daycare Center]** values the health and safety of **[Child's Name]** and everyone else in attendance. To prevent the further spread of this issue, we have made the difficult decision to close the center.

Effective immediately, **[Name of Daycare Center]** will close at the end of the business day on **[Date]** at **[Time]**. While we understand the impact this has on your child's care options, an illness like this could have devastating consequences on the children and staff in our center.

Under licensing regulations, we are required to close to effectively manage this issue before we are permitted to reopen the center. Any shared surfaces and toys must be thoroughly cleaned and disinfected. We ask that you pick up any of your child's personal items from the center by the end of the day on **[Date]** and have them properly cleaned.

We will be in touch through email and text communications. We will also inform you once we have a reopening date in sight. If you have any questions regarding payments or other concerns, kindly direct them to **[Name]** at **[Email Address and Phone Number]**.

If your child is showing any symptoms, please take them to their health care specialist right away for evaluation and treatment. We also ask that you refrain from any speculation as to the reason for this closure as we are all human. We must remain an understanding and supportive community no matter what challenges we face.

We at **[Name of Daycare Center]** look to seeing all of your bright, shining and healthy faces again soon.

Best regards,

[Name of Center Operator]

Daycare Termination Letters for Providers

If you're looking for sample templates for effective termination letters, review the examples below. There are different examples for each situation.

Daycare Termination Letter for Nonpayment #1

[Date]

Dear [Name of Parent],

This letter is to inform you of the termination of daycare services for your child, [Name of Child], due to nonpayment. You have repeatedly missed your monthly daycare payments, which is a violation of the contract you signed. While we understand everyone faces difficulties, we are still a business.

As a result, [Name of Daycare] will no longer be able to provide daycare services for [Name of Child]. Effective two weeks from the receipt of this letter on [Date], your child is no longer in our care.

Your remaining balance of \$[Amount Owed] is still due to be paid in full at your contract's end. Failure to do so will result in further legal action to recoup back payments.

We have enjoyed having [Name of Child] and hate to see them go, but we can no longer overlook this issue.

Kind regards,

[Name of Center Operator]

Daycare Termination Letter for Nonpayment #2

[Date]

To [Name of Parent],

This letter serves as your two-week notice for the termination of daycare services for [Name of Child] at [Name of Daycare], effective immediately. Your account with our organization has been in bad standing for quite some time with no attempt to remedy the situation.

All parents must pay the balance due on their accounts at the beginning of each month for services rendered as stated in our contract. Because you have made no attempt to correct this, we must terminate your daycare services on [Date of Termination].

You still owe us a balance of \$[Amount Owed], which must be received by the end of the day on your last day at our center or we will be forced to take further action to collect it. [Name of Child] will be missed, but we cannot continue to ignore this issue.

Best,

[Name of Center Operator]

Daycare Termination Letter for Behavior #1



[Date]

To the parent(s) of **[Name of Child]**,

This letter is to inform you of the termination of daycare services at **[Name of Daycare]**. We have had multiple instances of **[Name of Child]**'s behavior becoming an issue at our center. We have spoken to you on multiple occasions regarding this behavior with no improvement.

[Name of Child]'s behavior is affecting the welfare of the children and staff at our center and we feel it is in the best interests of everyone at **[Name of Daycare]** that you seek daycare options for your child elsewhere.

We are a community and everyone must follow the rules outlined in the Code of Conduct and contract you signed at the start of your child's time with us. Your services terminate two weeks from the date of this letter, on **[Date of Termination]**.

We hope you have better success at another center.

Sincerely,

[Name of Center Operator]

Daycare Termination Letter for Behavior #2



[Date]

Dear **[Mr./Mrs./Ms.] [Name of Parent]**,

Your child **[Name of Child]** has been at **[Name of Daycare]** since **[Date of First Visit]** and while they are a bright and creative child, their behavior has become increasingly difficult to manage.

Several times a day, **[Name of Child]** **[describe behavior]**, which is not tolerated. They have also **[describe behavior]** despite being told not to multiple times. When put into timeout, **[Name of Child]** yells and disrupts the other children and refuses to sit still.

These behaviors are cause for concern among daycare workers who are taking time away from the other children in an attempt to address **[Name of Child]**'s frequent outbursts. We do not feel well enough equipped to handle the needs of a child like **[Name of Child]** and are terminating daycare services on **[Date of Termination]**.

We wish you luck in finding a new daycare center.

Regards,

[Name of Center Operator]



Daycare Termination Letter for Behavior #1



[Date]

Dear [Name of Parent],

It has come to our attention that you have been unnecessarily rude to the staff members at [Name of Daycare] on multiple occasions. Our staff works very hard to provide care and enrichment for all of the children at our center. We do not appreciate your rude comments and aggressive behavior toward our staff.

We have also received several complaints that you have been rude to other parents on our campus. We strive to create a welcoming and friendly environment that you have chosen not to participate in.

We do not tolerate bullying in any form with our children or our parents, as outlined in the Code of Conduct you signed with your contract. As a result, your child's daycare contract will terminate on [Date of Termination].

Regards,

[Name of Center Operator]

General Daycare Termination Letters for Refusing to Follow Health Protocols #2



[Date]

To the Parent(s) of [Name of Child],

Your child has been brought to [Name of Daycare] sick on multiple occasions. While we understand your need to work, we have health and safety protocols in place for a reason to protect the other children and staff members at our center.

Because you and your child refuse to participate in the hygiene rules detailed in our Code of Conduct, we have made the difficult decision to terminate your child's daycare contract effective on [Date of Termination].

We value the health and safety of the children and daycare workers at [Name of Daycare] and want the best experience for everyone. A sick child's illness can spread quickly to others in a shared communal space and create a health crisis that will require us to close the center. It is in everyone's best interest that you seek alternative daycare options for [Name of Child] elsewhere.

Sincerely,

[Name of Center Operator]

Daycare Tuition Increase Letters to Parents

These handy daycare rate increase letter templates mean that you don't have to start writing from scratch. You can add or omit certain sections from each template to make the letters your own.

Informative Daycare Rate Increase Letter Template #1

Dear Parents,

I am writing to inform you that as of **[Date]**, I will be increasing my childcare charges by **[Amount]%**. While I strive to keep my childcare charges to a minimum, it has been **[Number] [years/months]** since I last increased my rates.

This new rate accounts for increases in my running costs and the expansion of the daycare. This will allow me to provide the best possible care for your children. Your fees cover amazing resources for each student, exciting new programs for their development and excellent staff.

Based on your child's attendance, your new monthly payment will be **[\$[Amount]** (or **[\$[Amount]** per day.)

To acknowledge this new rate, please return a copy of this letter complete with your signature, printed name and date to the daycare office by **[Date]**.

Thank you for your understanding, and I look forward to continuing to work with your children.

Sincerely,

[Name of Daycare Center]

Sensitive Daycare Rate Increase Letter Template #2

Dear Parents,

We greatly appreciate your choice to send your children to **[Name of Daycare Center]** and value the time we get to spend helping them learn and grow. We also recognize that childcare is a huge cost for parents and aim to keep our fees as low as possible.

In the last year, we have looked for many avenues of financial support that allow us to bring on the best staff and expand our programs for your children. However, to maintain this quality of care, we also have to continue to pay for resources and competitive salaries for staff.

As a result, we are planning a tuition increase that will be effective from **[Date]**. All fees will increase by **[Amount]%**.

Based on your child's attendance, your new monthly payment will be **[\$[Amount]** (or **[\$[Amount]** per day). As usual, your monthly payment should be made on **[Date]** of each month.

To acknowledge this new rate, please return a copy of this letter complete with your signature, printed name and date to the daycare office by **[Date]**.

If you have any questions, please don't hesitate to reach out to the office at **[Email Address]** or **[Phone Number]**. We appreciate your understanding in this matter.

Sincerely,

[Name of Daycare Center]



Daycare Late Payment Letter to Parents

If you've decided it's time to send a daycare payment letter to parents, now you have to write it. Feel free to use our template below or use it as a guide to suit your requirements.

Late Payment Notice



To:
From:
Date:
RE: Late Payment

Our records indicate that your childcare fees for the period of **[Date]** have not been paid in a timely manner.

As a result, according to our daycare policy contract, you owe \$**[Amount]** in late fees.

Together with the past daycare fees, you now owe a total of \$**[Final Amount]**.

We would appreciate it if you pay this balance in full by **[Date]** to avoid termination of daycare services.

We request that you contact our offices for further assessment if you cannot settle this outstanding bill.

Thank you for your understanding.

[Your Name, Daycare Center Name]

Welcome Letter to Parents From Daycare

If you're stuck on what to include in your daycare welcome letter, we've got a daycare letter to parents template or two you can use for inspiration when writing your own.

Daycare Welcome Sample Letter



Dear Parent/Guardian,

This is an official letter to thank you for joining **[Daycare Name]** for your childcare requirements. We are honored that you have chosen to entrust us with your childcare and can assure you that **[Child's Name]** is in good hands.

Here at **[Daycare Name]**, we strive to provide a strong foundation for your child that will serve them well in their educational career. We promise to provide a challenging learning environment and a friendly and secure personal atmosphere so your child can flourish.

Please note the following essential information you need for the term ahead.

Daycare Hours: **[Open Days and Times]**

Drop-Off Time(s): **[Time]**

Pickup Time(s): **[Time]**

Penalties and Late Fees: Please be aware that a late fee of **[\$[Amount]]** will be charged for any pickups that occur 30 minutes after closing and an additional **[\$[Amount]]** every 15 minutes after that.

We would also like to inform you that a penalty fee of **[\$[Amount]]** will be added to your account for outstanding invoice payments that are delayed by one week or more.

Please feel free to discuss any concerns or issues you may have with us at any time. Thank you for choosing **[Daycare Name]** to care for your child(ren). We look forward to providing your child(ren) with the best possible care.

Office Contact Number: **[Telephone Number]**

Kind regards,

[Daycare Name]



Preschool Welcome Letters to Parents

We know it can be confusing to craft a clear, informative and friendly welcome letter to parents on the first try. That's why we're here to provide you with five examples of well-written preschool welcome letters.

Simply fill in the information in brackets to fit your needs and customize parts you want to change to ensure the information is accurate for your preschool or classroom.

1. Preschool Welcome Letter Example From Teacher



Dear **[PARENT'S NAME]**,

Welcome to the new school year at **[PRESCHOOL NAME]**! I'm thrilled to have your child in my classroom this year and look forward to getting to know them and your family better as the year progresses.

I'm here to help you ensure your child meets their highest potential and learning goals, all while having fun and fostering a safe, comfortable environment for early childhood growth. I have **[NUMBER]** years of experience in teaching other children in **[GRADES]**.

Aside from my **[NUMBER]** years of experience, I also have special certifications that include:

- **[CERTIFICATION/TRAINING]**
- **[CERTIFICATION/TRAINING]**
- **[CERTIFICATION/TRAINING]**

As you can see, I'm experienced and excited to help your child and their classmates grow as little learners. What can you expect in terms of learning this year? The following is an outline of what we will focus on in pre-K class this year at **[PRESCHOOL NAME]**:

- **[SUBJECT]**
 - **[TOPICS]**
 - **[TOPICS]**
 - **[TOPICS]**
- **[SUBJECT]**
 - **[TOPICS]**
 - **[TOPICS]**
 - **[TOPICS]**
- **[SUBJECT]**
 - **[TOPICS]**
 - **[TOPICS]**
 - **[TOPICS]**

To support your child's learning this year, I need a few things from you! I kindly request that you help ensure your child can:

- Arrive to class on time each day ready to learn.
- Complete all assignments and projects promptly.
- Read at least 30 minutes per week.
- Communicate with me if they need special help or attention during class.

Keep in mind that these requests simply enable me to help you help your child achieve their highest learning potential this school year! To do that, I'll also request that you purchase some supplies for your child.

On the first day of class, please have your child bring the following school supplies to class in a bag marked with their first and last name:

- **[SCHOOL SUPPLY]**
- **[SCHOOL SUPPLY]**
- **[SCHOOL SUPPLY]**

If you have questions about the curriculum or these supplies, please don't hesitate to reach out. I'm available for any questions or concerns! You can get in touch with me during school hours by email at **[EMAIL ADDRESS] or by phone at **[PHONE NUMBER]**.**

I'm looking forward to a stellar year of learning, fun and growth!

Sincerely,

[YOUR NAME]

P.S. For classroom policies and additional information, please visit the **[PRESCHOOL NAME]** website or view a copy of our classroom policies here: **[URL]**

2. Short Preschool Welcome Letter Example From Teacher



Hello parents and welcome to my classroom!

My name is **[NAME]** and I am thrilled to have your child in my class this year. I want to take a moment to tell you a little about myself.

I have a degree in **[DEGREE NAME]** and I have been teaching preschool for the past **[NUMBER]** years.

In my classroom, we focus on learning through:

- **[LEARNING GOAL/STYLE]**
- **[LEARNING GOAL/STYLE]**
- **[LEARNING GOAL/STYLE]**

I believe that these methods help young children learn important life skills and develop a love of learning.

If you have any questions or concerns throughout the year, please don't hesitate to reach out to me. I am available via email until **[TIME]** daily. My school email is **[EMAIL ADDRESS]**. For emergencies, please contact me at **[PHONE NUMBER]** during school hours.

I am looking forward to getting to know your child and helping them grow during their time in my class. Thanks again for placing your trust in me as your child's teacher. It is truly an honor.

Sincerely,

[YOUR NAME]

3. Preschool Welcome Letter Example From Preschool



Hey there, **[PARENT NAME]**!

We wanted to welcome you and your little one to **[PRESCHOOL NAME]**. Our preschool program is designed to help your child prepare for kindergarten and beyond, focusing on social-emotional, intellectual, language and motor development.

We achieve these goals through the dedication and experience of our team of wonderful preschool teachers:

- **[TEACHER NAME]: [TEACHER BIO/EXPERIENCE]**
- **[TEACHER NAME]: [TEACHER BIO/EXPERIENCE]**
- **[TEACHER NAME]: [TEACHER BIO/EXPERIENCE]**

Each day, your child will participate in a variety of activities, including outdoor playtime, art projects and learning exercises. Throughout the day, our staff will communicate any important information to you via a daily report that includes your child's meals and bathroom usage.

In addition to play-based learning activities that make up our regular preschool curriculum, we also offer supplemental lessons in music, art and literacy. If you're interested in learning more about these programs, get in touch with **[CONTACT NAME]** at **[CONTACT EMAIL ADDRESS]**.

If at any point you have questions or concerns about your child's time with us, please feel free to talk with our staff or schedule a meeting with the preschool director.

The best way to get in touch with our director is to contact the front office via email at **[EMAIL ADDRESS]** or by phone at **[NUMBER]**.

Want to get involved? We have plenty of opportunities for parent participation and volunteering. And don't forget about our monthly parent nights where you can meet the teachers, learn about classroom happenings and discuss any concerns or questions you may have.

Thank you for entrusting us with your child's growth and development during these crucial preschool years. We can't wait to get started!

Sincerely,

[PRESCHOOL NAME] Staff

P.S. For a complete list of classroom policies, sick policies and additional information, please visit the **[PRESCHOOL NAME]** website or view a copy of our classroom policies here: **[URL]**

4. Short Preschool Welcome Letter Example From Preschool



Hey parents and kiddos, welcome to the **[ACADEMIC YEAR]** school year at **[PRESCHOOL NAME]**!

We hope you're as excited as we are for a fun-filled year of learning, playtime and making new friends. Our teachers can't wait to get to know every one of you and help your little ones continue their journey of discovery.

Be sure to look out for important information in your welcome packet, including:

Curriculum information

School events

Policies

As per our administrative policy, we request that you visit the link below to download, read, sign and return a copy of each of our four policies (classroom, lunchroom, sick and medication policies) to your child's teacher before **[RETURN DATE]**.

[INSERT LINK TO DOWNLOAD POLICIES]

And don't forget about our parent welcome meeting on **[DATE]**, where we'll have the chance to introduce ourselves in person and answer any questions you may have. You will be able to meet your child's teacher, learn about their classroom and ask questions.

We can't wait for the adventure that awaits us this year at **[PRESCHOOL NAME]**.

Sincerely,

[PRESCHOOL NAME] Staff

5. Preschool Welcome Letter Example From Teacher and Teaching Assistant



Hello parents and children!

It's almost time for the new school year to begin and I am thrilled to welcome your children to my classroom.

This letter is a brief introduction to our classroom policies and procedures, and a way for me to introduce myself as your child's teacher.

You should be receiving this letter as part of the welcome packet from the school. In that packet, you will find other policies and procedures your children are required to follow as they participate in daily life at **[PRESCHOOL NAME]**.

My name is **[YOUR NAME]** and I have been working in early childhood education for **[NUMBER]** years now.

Along with my amazing teaching assistant, **[TA NAME]**, we strive to create a warm, nurturing environment where your child can thrive academically, socially and emotionally. We both bring unique experiences and skills to this classroom and are pleased to formally introduce ourselves.

About Me

[SHORT BIO]

About My Teaching Assistant

[SHORT BIO]

Our daily schedule includes:

- **[ACTIVITY]**
- **[ACTIVITY]**
- **[ACTIVITY]**
- **[ACTIVITY]**

We encourage communication between home and school so please don't hesitate to reach out with any questions or concerns. I will be your main point of contact for all classroom-related questions. The best way to reach me is via email at **[EMAIL ADDRESS]**.

Please contact **[TA NAME]** only if you can't reach me. Please direct all school payment questions or issues to **[CONTACT EMAIL ADDRESS]**.

I am excited for a fun-filled year together and hope you and your kiddos feel the same. See you all soon!

[YOUR NAME]

6. Long Preschool Welcome Letter Example From Preschool



Dear **[PARENT NAME]**,

We are honored that you have become a part of the **[PRESCHOOL NAME]** family. We take our jobs as educators and care providers seriously and are privileged to be allowed to influence your child's learning and developmental goals.

Our mission at **[PRESCHOOL NAME]** is to **[MISSION STATEMENT]**.

Our goal for this school year is to impact our students' lives positively. We aim to provide them with a strong foundation for their educational career as they transition from preschool into grade school.

To achieve this, we work with families individually to help each child reach their goals. We strive to provide a safe, inclusive atmosphere for all of our students. Our biggest priority is ensuring that your child feels comfortable and secure with all of our staff and their peers.

We hope that we can exceed your expectations and want to take this time to personally welcome your family to **[PRESCHOOL NAME]** and the **[ACADEMIC YEAR]** school year.

Below you will find information regarding our school information, policies and contact numbers to help ensure you know exactly what to expect from our institution this upcoming school year.

School Hours

Please visit our enrollment office to ask for a hard copy of the school calendar. It is complete with all school holidays and early closings.

[PRESCHOOL NAME] is open Monday through Friday from **[Time]**

Our school day is structured in the following manner:

- **[Time]** to **[Time]**: Drop-off and free play
- **[Time]** to **[Time]**: Morning classes (half-day dismissal at **[Time]**)
- **[Time]** to **[Time]**: Lunch and recess
- **[Time]** to **[Time]**: Afternoon classes
- **[Time]** to **[Time]**: After-school programs/late pickup

Pickup Policy

At our preschool, we have a pickup policy in place to ensure the safety and well-being of all our students. Parents or guardians must show a valid form of identification at pickup. They also need to be listed on the student's emergency contact information.

If anyone else is picking up the child, they must be authorized by the parent and listed on the emergency contact information. The authorized person must also show their identification at pickup.

We understand that emergencies can happen and sometimes a different person may need to pick up your child, but we need to know who is picking up your child for their safety. Thank you for understanding and cooperating with our pickup policy.

Template continued on next page >

Other Policies

You can find all of our policies attached at the end of this letter. This includes our:

- **[POLICY NAME]**
- **[POLICY NAME]**
- **[POLICY NAME]**
- **[POLICY NAME]**

If you didn't complete these forms when you enrolled your child, then we request that you read, sign and return these forms to your child's teacher before **[DATE]**.

These policies may include guidelines for outdoor playtime, sharing toys, weekly schedules and even behavioral expectations. They are nothing to be afraid of. They are just helpful tools for creating consistency throughout the day and making sure everyone is treated fairly and safely!

Curriculum

Please check directly with your child's teacher to view the specific curriculum for their classroom. Don't forget to attend our Back to School Night on **[DATE]** from **[TIME]** so you can meet your child's teacher, learn about their curriculum and get to know our school better.

After-School Programs

We offer a variety of after-school programs for parents who want to enrich their children's lives and educational careers throughout their time at **[PRESCHOOL NAME]**. The programs include:

- **[PROGRAM NAME]: [PROGRAM DESCRIPTION]**
- **[PROGRAM NAME]: [PROGRAM DESCRIPTION]**
- **[PROGRAM NAME]: [PROGRAM DESCRIPTION]**
- **[PROGRAM NAME]: [PROGRAM DESCRIPTION]**

Fees and Payment Schedules

The total annual fee for **[PRESCHOOL NAME]** for the **[ACADEMIC YEAR]** school year is **[\$[AMOUNT]]**.

We request an initial deposit of **[\$[AMOUNT]]** on or before **[DATE]**. Following the initial deposit, we request payments via the following payment schedule:

- Semester 1 First Payment: **[\$[AMOUNT]]** due on **[DATE]**
- Semester 1 Second Payment: **[\$[AMOUNT]]** due on **[DATE]**
- Semester 2 First Payment: **[\$[AMOUNT]]** due on **[DATE]**
- Semester 2 Second Payment: **[\$[AMOUNT]]** due on **[DATE]**

You can make payments directly online through our secure school website. You can also deliver checks straight to our enrollment coordinator, **[NAME]**, at the front office.

Contact Information

Your child's teacher should be your first point of contact for information regarding assignments, attendance, learning goals and related issues. In the welcome packet you receive from your child's teacher, you will receive their contact information.

For information or issues related to enrollment payments or fees, please contact **[CONTACT NAME]** at **[CONTACT EMAIL ADDRESS]**.

For information or issues related to lunch or lunch fees, please contact **[CONTACT NAME]** at **[CONTACT EMAIL ADDRESS]**.

In the case of a medical emergency or any issues related to our sick policy, please contact **[CONTACT NAME]** at **[CONTACT EMAIL ADDRESS]**.





Daycare Holiday Closing Letters to Parents

Whether you run a large daycare service or have a home daycare, shutting down for the holidays is essential. As a business owner, you must recharge to prepare for the following year.

As the holidays approach, you may be preparing to close for the year. But how do you let your clients know the details of your holiday closure?

If you're focusing on your holiday preparations, keep reading for our daycare holiday closing letter to parents samples to help you.

Daycare Holiday Closing Letter to Parents Sample Options

We have the solution if you are unsure what to include in your letter to parents. Below are three options to use as a daycare letter to parents template. They are ready to use as is or as inspiration when writing your own letter.

Daycare Holiday Letter Sample #1

To:
From:
Date:
RE: Daycare Holiday Closing Information

This letter is a reminder that **[Daycare Name]** will be closed over the holiday season, and you will need to make alternative arrangements for your child during this period.

We will be closed from **[Date and Time]** until **[Date and Time]**. Accounts need to be settled no later than **[Date]**. Please ensure you settle all outstanding payments before this time.

We thank you for your business this year and look forward to seeing you in the new year. Happy holidays.

Thank you,

[Daycare Name]

Daycare Holiday Letter Sample #1

To:
From:
Date:
RE: Daycare Holiday Closing Information

We are sending this letter to inform you of the holiday period closure for **[Daycare Name]**. Our daycare will be closed from **[Date and Time]** until **[Date and Time]**. We kindly ask that you make alternative arrangements for your child during this time.

Please note that all accounts must be settled up-front before **[Date and Time]**, or penalty fees will be applied.

Wishing you and your family a happy holiday.

Kind regards,

[Daycare Name]

Daycare Holiday Letter Sample #13

To:
From:
Date:
RE: Daycare Holiday Closing Information

It's that time of year again when **[Daycare Name]** closes for the holidays. We're notifying you so you can make alternative arrangements for your child during this period if necessary.

We will close on **[Date and Time]** and reopen again next year on **[Date and Time]**. Please settle all accounts in full by **[Date and Time]** to avoid penalty fees.

May you and your family have a happy holiday season.

Sincerely,

[Daycare Name]

Looking for the Easiest Way to Simplify Childcare?

Streamline your childcare program management with Smartcare's easy-to-use, mobile-friendly software. All you need to do is follow these three easy steps!

1. **Request a demo** and receive our free consultation.
2. **Sign up** and let us customize our system to fit your unique needs.
3. **Enjoy** time-savings and simplicity.

