

(Fill in date here)

Dear \_\_\_\_\_ ,

I want to thank you for choosing my daycare for your childcare needs. I realize the importance of this decision and how hard it was to make.

It is my goal to provide you with quality childcare. If, at any time, you have any questions or concerns regarding my care for your child(ren), please feel free to come to me immediately. I would much rather discuss and resolve issues in the early stages rather than waiting until they become bigger than life.

In order to assure a friendly, yet professional relationship, please be sure to read through my policies and procedures. I also ask for respect in regards to my business hours. Please do not show up before your scheduled time or after your normal pick-up time without giving me proper notice.

I look forward to getting to know your child(ren) and your family on a personal level and strive to build a healthy relationship between us.

Thank you again!

(Provider's Signature)