

<<Date>>

Dear <<Parent's Name>> ,

This letter is to inform you that our childcare contract will be terminated on _____ .

Reason for termination:

- Outstanding fees
- Frequent late payments
- Failure to comply with contract/ policy handbook
- Provider's inability to meet child's needs
- Inability to get along with others
- Unacceptable behavior
- Drop off and/or Pick up outside regular business hours
- Parent/Provider differences
- Other: _____

I take decisions like this very seriously. My daycare is a business that I run professionally. It is important to me to treat each family with dignity and respect and, in return, I expect the same back from each family. With circumstances as they are, I do not feel a mutual respect.

In accordance with our signed contract, I am offering two additional weeks of care if you choose to use them. Payment for each week must be paid before services are provided.

I regret that I've had to terminate our contract and wish you and your family the best of luck with daycare in the future.

Respectfully Yours,
<<Provider Signature>>