

DAYCARE LETTER TO PARENTS

To: _____

From: _____

Subject: _____

Welcome and Introduction

We warmly welcome your child to our daycare program. This letter outlines important information regarding our policies, procedures, and expectations to ensure a safe, nurturing, and enriching environment for all children.

Operating Hours and Attendance

Our daycare operates during the hours agreed upon in your enrollment contract. Please ensure timely drop-offs and pickups. In the event that you will be late or your child will be absent, notify the daycare as soon as possible.

Health and Safety

Your child's health and safety are our highest priorities. Please inform us of any allergies, medical conditions, or special needs. Children exhibiting symptoms of contagious illness must remain at home until fully recovered. We adhere strictly to Canadian public health guidelines.

Medication Administration

Medication will only be administered with written consent from a parent or legal guardian. All medication must be labeled clearly with the child's name and dosage instructions. Staff will maintain records of all medication given.

Emergency Procedures

In case of emergency, we will contact parents or guardians promptly. Please ensure your contact information is current. Our staff is trained in first aid and CPR and follow established emergency protocols.

Fees and Payment

Tuition and fees are due as per your enrollment agreement. Please ensure timely payment to maintain your child's placement. Late payments may result in suspension or termination of daycare services.

Behavior and Discipline

We promote positive behavior through encouragement and guidance. Unacceptable behavior will be addressed constructively. Parents will be informed of any persistent issues and may be asked to participate in resolution.

Confidentiality and Privacy

All personal information collected is maintained confidentially and used solely for purposes related to childcare services, in compliance with Canadian privacy laws, including PIPEDA. We will not disclose information without consent except where required by law.

Termination of Services

Either party may terminate the childcare agreement with appropriate notice as stipulated in the enrollment contract. We reserve the right to terminate services immediately in cases involving safety concerns or breach of policies.

Acknowledgement and Agreement

By enrolling your child in our daycare, you acknowledge that you have read, understood, and agree to abide by the policies and procedures outlined in this letter and the enrollment agreement. We are committed to providing a safe, supportive environment for your child's growth and development.

PARENT/GUARDIAN SIGNATURE

DAYCARE REPRESENTATIVE SIGNATURE

Signature: _____

Signature: _____

Original source of this document:

<https://docstemplates-ca.com/daycare-letter-to-parents/>

Did you find this template helpful?

Find more updated templates at:

<https://docstemplates-ca.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.
It is recommended to consult a legal professional for each specific case.