

DAYCARE CENTER LETTER TO PARENTS

Child's Full Name: _____

Parent/Guardian Name(s): _____

Contact Phone Number: _____

Email Address: _____

Dear Parent(s)/Guardian(s),

We are pleased to welcome your child to our Daycare Center. This letter outlines important information, policies, and terms regarding your child's enrollment and participation in our program. Please read this document carefully and retain a copy for your records.

1. Enrollment and Admission Requirements

Enrollment is contingent upon completion and submission of all required forms, including emergency contact information, medical history, and immunization records in compliance with applicable state laws. The Daycare Center reserves the right to deny or terminate enrollment for non-compliance with these requirements.

2. Hours of Operation and Attendance

Our operating hours are Monday through Friday from 7:00 AM to 6:00 PM. Parents/Guardians are expected to adhere to these hours. Please notify the Center in advance of any absences or late arrivals. Repeated tardiness or unnotified absences may result in termination of services.

3. Fees and Payment Terms

Tuition fees are due in advance on the first day of each week or month as specified in your enrollment agreement. Payments may be made by check, electronic transfer, or other accepted methods. Late payments may incur additional charges and can result in suspension or termination of enrollment.

4. Health and Safety Policies

The safety and well-being of each child is our highest priority. Parents/Guardians must inform the Center promptly of any illnesses, allergies, or special medical conditions. Children exhibiting contagious symptoms must remain at home until cleared by a healthcare professional. The Center follows strict sanitation and emergency protocols.

5. Medication Administration

The Daycare Center will administer medication only with written authorization from a Parent/Guardian and as prescribed by a licensed healthcare provider. All medications must be clearly labeled and provided in their original containers.

6. Discipline Policy

The Center employs positive discipline techniques to encourage appropriate behavior. Physical punishment is strictly prohibited. Parents/Guardians will be informed of behavioral issues and may be required to participate in developing a behavior management plan.

7. Termination of Enrollment

Either party may terminate enrollment with written notice. The Center reserves the right to terminate enrollment immediately in cases of non-payment, violation of policies, or if the Center determines it cannot meet the child's needs. No refunds will be given for unused days following termination.

8. Confidentiality and Privacy

All personal information and records will be kept confidential and shared only with authorized personnel or as required by law. Parents/Guardians have the right to access their child's records upon request.

9. Liability and Indemnification

Parents/Guardians acknowledge that, while the Daycare Center takes all reasonable precautions to ensure safety, it cannot guarantee against all risks. Parents/Guardians agree to hold harmless and indemnify the Center, its employees, and agents from any claims of injury or loss, except those arising from negligence or willful misconduct.

10. Emergency Procedures

In case of emergency, the Center will attempt to contact Parents/Guardians immediately. If we cannot be reached, emergency medical treatment will be sought for the child as deemed necessary. Parents/Guardians must keep contact information current at all times.

11. Transportation

If transportation services are provided, parents/guardians must complete and sign the transportation consent form. The Center is not responsible for transportation arrangements made independently by Parents/Guardians.

12. Visitors and Access

Only authorized individuals listed on the enrollment forms may pick up the child. Visitors must sign in and obtain approval before entering the premises.

13. Changes to Policies

The Daycare Center reserves the right to modify policies and procedures at any time. Parents/Guardians will be notified in writing of any significant changes.

14. Governing Law and Dispute Resolution

This agreement shall be governed by the laws of the United States and the state where the Center operates. Any disputes arising under this agreement shall be resolved first through good faith negotiation, followed by mediation or arbitration if necessary.

15. Acknowledgment and Acceptance

By signing below, the Parent/Guardian acknowledges that they have read, understood, and agree to abide by the terms and conditions set forth in this letter and the enrollment agreement.

PARENT/GUARDIAN SIGNATURE

DAYCARE CENTER REPRESENTATIVE

Signature: _____

Signature: _____

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