

# Sample Letter for Administrators

The following is a sample letter for administrators that wish to discuss a close-out day with their licensees.

Dear [Licensee],

I hope this letter finds you well. As the administrator of our child care center, I am writing to you to advocate for a professional learning close-out day. Under the Operating Grant Program (OGP) and the Child Care Subsidy Program, we can close our centre for up to two days for professional learning each year. I believe that this is an excellent opportunity for us to improve our knowledge and skills and to better serve the children and families in our care.

Furthermore, I would like to bring to your attention that under the Quality Enhancement Program (QEP), centres are eligible to have the cost of a professional learning day covered up to 75%. In addition, services that collaborate with other services are eligible for up to 90% grant funding to cover the cost of running a professional learning day. This means that there is very little cost to our center, and we can take advantage of this great opportunity without having to worry about the financial burden.

Professional learning is essential to ensure that we are providing high-quality services for children and families. By participating in professional learning, we can build on, and develop new skills, keep up to date with sector trends, gain fresh perspectives, and expand our horizons. Professional learning also helps us provide developmentally appropriate learning opportunities in a safe and educational environment for children.

I believe that a professional learning close-out day would benefit our center immensely. It is an excellent opportunity to improve our knowledge and skills, reflect on our practices, grow as a team and build staff morale. I encourage you to consider this opportunity, and I am happy to discuss any questions or concerns you may have.

Thank you for your time and consideration.  
Sincerely,

[Your Name]