

# Sample Letter to Parents

The following is a sample letter to parents. You may want to add a note letting parents know if they are required to pay child care fees during your close-out day. An example paragraph detailing this could look like:

Our professional learning close-out day will be a paid closure; staff will be on-site and paid for their training time, therefore parent fees apply. We look forward to sharing what we learned with our early learning and child care families and community, and to apply our new training to our practice.

Dear Parents,

As you may already be aware, our early learning and child care program is committed to providing high-quality care and education for your children. One of the ways we achieve this is by supporting our educators' ongoing learning and professional development.

With this in mind, we would like to inform you that we will be hosting a professional learning close-out day for our educators on [enter date here]. On this day the centre will be closed for parents and children, while our educators will participate in workshops and information sessions that are related to current trends and quality practices in the field of early learning and child care. This is an opportunity for your children's educators to engage in facilitated learning directly related to their work in the child care setting. The day will be focused on deepening educator's knowledge and skills, as well as enhancing understanding of quality practices in the early years.

We believe that this professional learning opportunity will have significant benefits for both our educators and your children. Our educators will be able to develop new skills, stay up to date with sector trends and research, and engage in networking opportunities. This, in turn, will enable them to provide the best possible care and education for your children.

We apologize for any disruption this may cause to your schedule. However, we believe that the benefits of this professional learning day far outweigh any temporary inconvenience.

Thank you for your understanding and support. If you have any questions or concerns, please do not hesitate to reach out to us.

Sincerely,

[Your Name]  
Licensee/Administrator