



Your program name _____
PROGRAM

WELCOME LETTER

Dear family name _____,

We are so glad child's first name _____ is joining us. Their first day is day and date _____, and we would love to see you between time _____ and time _____. They will be in room or group _____ with teacher's name _____, who will be at the door to greet you both.

WHAT TO BRING

Please label everything with their first name and last initial.

- ☐ Diapers or pull-ups, one full pack _____
- ☐ Wipes, one pack _____
- ☐ Two changes of clothes _____
- ☐ Nap blanket and comfort item _____
- ☐ Water bottle _____
- ☐ Weather gear for outside _____

HOW WE WILL SHARE THE DAY

You will hear from us

e.g. through the app, as things happen _____

Expect meals, naps, and photos, plus a note about anything worth telling. On the first day we will message you once they have settled, however long that takes.

About that first week. Some children walk in and start playing. Others cry at the door for a few mornings, and that is normal, not a sign anything is wrong. Our plan is a short, warm goodbye and then straight into an activity, so it helps enormously if you say goodbye once and go.

anything specific about your goodbye routine _____

If you need anything, reach name _____ at phone or email _____. We answer e.g. within a few hours on weekdays _____. For anything urgent during the day, call rather than message.

one warm sentence in your own voice, e.g. we cannot wait to find out what she loves _____

Warmly,

your name _____

your role and program _____

FOR YOU, NOT THE FAMILY: SEND THIS THE DAY THEY ENROLL

- ☐ First line names the child and the real date
- ☐ Packing list fits on one screen
- ☐ No policies here, they live in the handbook
- ☐ Two-line message sent the night before