Type in your name and address

Type in the Child Care Manager’s Name, the Centre Name (if there is one), and the address

Type in the date

Dear Type in the child care manager’s name,

I am the type in mother or father of type in your child’s full name and understand type in your child’s first name attends your centre.

I understand that the Statutory Framework for the Early Years Foundation Stage encourages a partnership with the children’s parents, and I look forward to receiving information about my child’s progress and development. I would also be grateful for invitations to any parent’s evenings or similar events which you may hold such as nativity plays or other occasions which parents are normally invited to attend.

I would also be grateful if you would record my contact details on my child’s file.

I look forward to hearing from you, and if you wish to speak to me directly, please telephone me on type in your daytime telephone number.

Yours sincerely,

Type in your full name