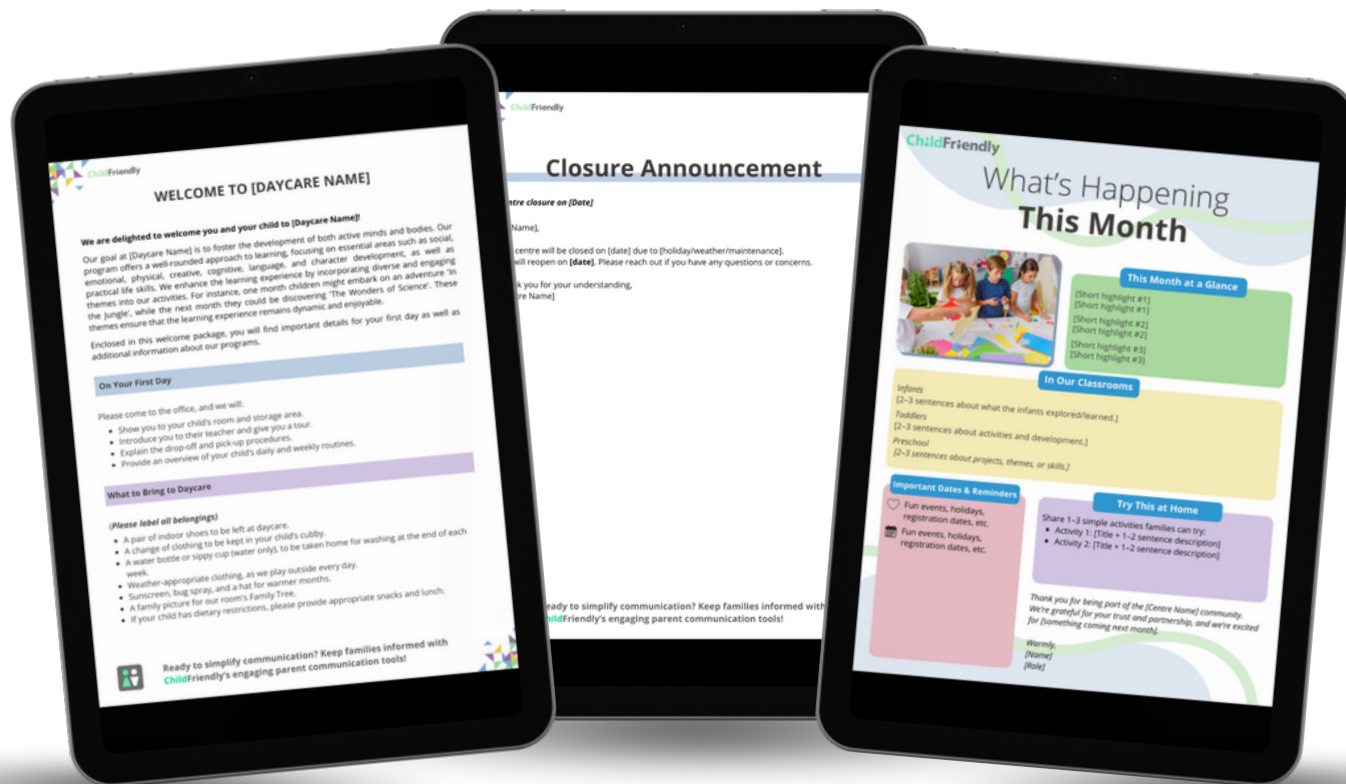


ChildFriendly

Your All-in-One Platform



Family Communication Kit for Childcare Centers

Ready-to-use templates to *help families*
feel informed, supported, and connected.

Created for childcare centres that want clearer, warmer, and
more consistent communication — without extra work.

Why Clear Family Communication Matters

Families thrive when they know what's happening at your centre, what to expect, and how to stay involved.

But communication can be one of the most time-consuming parts of running a childcare program.

This toolkit gives you **everything you need to streamline communication:**

- A New Family Welcome Email Template
- A Monthly Family Newsletter Template
- Announcement Templates for closures, policy updates, reminders & events
- Best practices to build clarity and trust with families

Use these templates to reduce repetitive questions, set clear expectations, and create a warm, professional experience for every family.

Welcome Letter Template

Strong communication starts before a family ever walks through your doors. This **editable welcome letter** provides a simple, professional message you can send to new families to help them feel supported, informed, and excited to join your centre community.

Use this template to share your **centre's values, daily routines, communication expectations, and any important first-day details** parents should know. Simply replace the placeholder text with your centre name, contact information, and any program-specific notes.

This welcome letter is designed to feel warm, reassuring, and professional — giving families confidence as they begin their journey with you.

*View the next page for **a preview** of our Welcome Letter template.*

*View Page 5 for the **template link** →*

Welcome to [Daycare Name]

We are delighted to welcome you and your child to [Daycare Name]!

Our goal at [Daycare Name] is to foster the development of both active minds and bodies. Our program offers a well-rounded approach to learning, focusing on essential areas such as social, emotional, physical, creative, cognitive, language, and character development, as well as practical life skills. We enhance the learning experience by incorporating diverse and engaging themes into our activities. For instance, one month children might embark on an adventure 'In the Jungle', while the next month they could be discovering 'The Wonders of Science'. These themes ensure that the learning experience remains dynamic and enjoyable.

Enclosed in this welcome package, you will find important details for your first day as well as additional information about our programs.

On Your First Day

Please come to the office, and we will:

- Show you to your child's room and storage area.
- Introduce you to their teacher and give you a tour.
- Explain the drop-off and pick-up procedures.
- Provide an overview of your child's daily and weekly routines.

What to Bring to Daycare

(Please label all belongings)

- A pair of indoor shoes to be left at daycare.
- A change of clothing to be kept in your child's cubby.
- A water bottle or sippy cup (water only), to be taken home for washing at the end of each week.
- Weather-appropriate clothing, as we play outside every day.
- Sunscreen, bug spray, and a hat for warmer months.
- A family picture for our room's Family Tree.
- If your child has dietary restrictions, please provide appropriate snacks and lunch.



TEMPLATE LINK

WELCOME LETTER

1

Customize the File:

- Change all information found in the [brackets]
- Adjust the Sample Theme Schedule and the Sample Daily Routine with your own by *double-clicking* on the box that you want to edit.

2

Download File:

- When you are done editing the design, click the Share button in the top right corner.
- Click *Download* and select the format you would like to download (JPG or PDF Standard are recommended.)



Monthly Newsletter Template

A **monthly family newsletter** is one of the simplest ways to keep parents informed, engaged, and connected to your centre's community. This **editable template** provides a clean, easy-to-use layout that helps you share classroom updates, important dates, learning themes, and upcoming events—all in one organized place.

Use the template each month to highlight what children are exploring, outline key reminders for families, and offer at-home connection ideas that extend learning beyond the classroom. The structure is flexible, so you can add, remove, or reorder sections based on your centre's needs.

Newsletter Template Layout Includes:

- The Month at a Glance
- What We're Learning
- Important Dates & Reminders
- Try This at Home
- Warm Closing Message

This newsletter template is designed to **help you communicate clearly, support family engagement, and create a consistent rhythm for monthly updates.**

*View the next page for a **preview** of our Monthly Newsletter template.*

*View page 8 for the **template link** →*

What's Happening This Month



This Month at a Glance

Write a short highlight#1 here

Continue short highlight#1 here

Write a short highlight#2 here

Continue short highlight#2 here

Write a short highlight#2 here

Continue short highlight#2 here

In Our Classrooms

Infants

Write 1–2 short sentences about what the infants explored/learned on this line.

Continue on this line if needed.

Toddlers

Write 1–2 short sentences about activities and development on this line.

Continue on this line if needed.

Preschool

Write 1–2 short sentences about projects, themes, or skills on this line.

Continue on this line if needed.

Important Dates & Reminders



Write any fun events, holidays, registration dates, etc. happening this month here.



Write any fun events, holidays, registration dates, etc. happening this month here.



Write any fun events, holidays, registration dates, etc. happening this month here.

Try This at Home

- Activity 1: [Title + 1–2 short sentence description]
- Activity 2: [Title + 1–2 short sentence description]
- Activity 3: [Title + 1–2 short sentence description]

*Thank you for being part of the [Centre Name] community.
We're grateful for your trust and partnership, and we're
excited for [something coming next month].*

*Warmly,
[Name]
[Role]*

TEMPLATE LINK

MONTHLY FAMILY NEWSLETTER

1

Customize the File:

- Click the Uploads tab on the left to add any images.
- Select the Upload files button. Once you have uploaded your own image/s, you can drag and drop them into the image placards.
- Adjust the text with your own words and descriptions.
- Update all information in the [brackets]
- You can also add another page by clicking the (+) sign at the top right to “Duplicate Page.”

2

Download File:

- When you are done editing the design, click the Share button in the top right corner.
- Click *Download* and select the format you would like to download (JPG or PDF Standard are recommended.)



Announcement Templates

Communicating with families just got easier. This month's toolkit includes a set of **ready-to-use announcement templates** you can send directly to your parent community — no rewriting or formatting needed.

Here's what's included:

Closure Announcement Template

Quickly notify families about weather closures, holidays, or unexpected shut-downs with a polished, professional message ready to customize.

Policy Update Template

Share important changes to centre policies — from health protocols to late pickup procedures — with a clear structure that keeps families informed.

Fee Reminder Template

Send timely tuition reminders with language that's friendly, respectful, and easy for families to understand.

Event Invitation Template

Invite families to upcoming events, open houses, or celebrations with a simple plug-and-play announcement you can use anytime.

These templates help ensure consistent, clear communication with families — while saving your team time each month.

*View the next page for a **preview** of our Announcement Templates.*

*View page 11 for the **template link** →*

Event Invitation

You're invited: [Event Name] on [Date]

Hi [Name],

We'd love for you to join us for **[event name]** on **[date/time]** at **[location]**.

You can expect:

- [Short description of activities]
- [Any details about food/what to bring]

Please RSVP by **[date]** by [email/app/phone].

We hope to see you there!

[Centre Name]



TEMPLATE LINK

ANNOUNCEMENT TEMPLATE

1

Customize the File:

- Adjust all information found in the [brackets]

2

Download File:

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- Click *Download* and select the format you would like to download (JPG or PDF Standard are recommended.)



Better Communication Starts With the Right Tools

Thank You for Strengthening Family Communication With Us

We hope this Family & Communication Pack gives you the tools, clarity, and confidence to build strong, trusting relationships with the families you serve. Whether you're welcoming new children, sharing monthly updates, or keeping parents informed during busy seasons, these templates are here to make communication easier, clearer, and more consistent.

Your commitment to creating connected, thriving childcare communities makes a meaningful difference every day.

If you'd like even more ways to streamline communication and save time, we'd love to support you.

[Explore the ChildFriendly platform →](#)

We'd love to help you take the next step.