

Childcare Service Communication Checklist

Date: _____

To: [Parent/Guardian Name]

From: [Childcare Provider Name]

Subject: Communication Checklist for [Child's Name]

Checklist Items

- Daily update on child's behavior and activities
- Health and safety concerns
- Meal and nutrition reports
- Upcoming events and schedules
- Important reminders (e.g., payment due dates, changes in policy)
- Parent feedback and concerns
- Developmental milestones and observations

Please review the items above and feel free to reach out with any additional questions or concerns.

Thank you for your continued support!

Sincerely,

[Your Name]

[Your Position]

[Childcare Service Name]