

Child Observation and Milestone Report

Date: [Insert Date]

To: [Childcare Provider's Name]

From: [Your Name]

Re: Observations and Milestones for [Child's Name]

Overview

This letter provides a summary of the observations and developmental milestones achieved by [Child's Name] during their time at your daycare from [Start Date] to [End Date].

Observations

- Social Skills: [Details on interaction with peers]
- Communication: [Details on verbal or non-verbal communication]
- Motor Skills: [Details on fine and gross motor skills]
- Emotional Development: [Details on emotional expressions and regulation]

Milestones Achieved

- Milestone 1: [Description of milestone] - Date Achieved: [Date]
- Milestone 2: [Description of milestone] - Date Achieved: [Date]
- Milestone 3: [Description of milestone] - Date Achieved: [Date]

Conclusion

We appreciate the care and attention you provide to [Child's Name]. Your efforts have been invaluable in supporting their development.

Thank you,

[Your Name]

[Your Contact Information]